

2024 COURSE EXIT FOR
DEGREE
COURSES ONLY
 (Bachelor, Associate Degrees, Masters)

COURSE EXIT



PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Academic Course Manager for clearance and authorisation.
3. Go to your campus Library for clearance.
4. Take this form together with your Student ID card to the Student Service Centre on your campus, or mail to: Student Admin, Private Bag 2014, Box Hill, VIC 3128

V1 01/2024

REFUND or CANCELLATION OF FEE- HELP LOAN INFORMATION

Domestic Students:

- **Tuition Contribution Fees**
 - Students exiting from Degree Courses will only be issued with a refund or cancellation of their FEE-HELP loan where official withdrawal occurs **prior** to their unit census dates (regardless of payment method). Official withdrawal is via lodgement of a completed Course Exit form. This must be lodged with the Student Administration Office on your campus. Unit Census dates can be viewed at institute website.
 - A student on a payment plan will only be entitled to a refund if they withdraw prior to the unit census date. The payment plan is still required to be paid for withdrawals after the unit census date. The \$15 payment plan establishment fee and the 4.8% billing fee are non-refundable regardless of the withdrawal timeframe.
 - Refunds can take 4-6 weeks to process.
- **Service & Amenity Fees**
 All Service & Amenity fee refunds will only be issued **prior to your earliest unit census date**. Service & Amenity fees will not be refunded after this date.

International Students:

- **International Student Tuition Fee:**
 Please contact the International Student Office on via email at international@boxhill.edu.au for tuition fee refund details.

All 2024 Fee Refund forms must be lodged by 1st December 2024. Refunds will not be issued in 2025 for any 2024 enrolments.

CENTRELINK : Please Note: If you are in receipt of a government benefit from Centrelink, you must notify Centrelink immediately to advise of your Course Exit.

YOUR PRIVACY: Your personal information will be collected and used for the purposes set out in the Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed on the Institute's web site at www.boxhill.edu.au

STUDENT ID NO. (If known)						
FULL NAME:						
DATE OF BIRTH:				AGE AT THE WITHDRAWAL:		
ADDRESS:						
SUBURB:				POSTCODE:		
TELEPHONE:	HOME:			WORK:		
MOBILE:				FAX:		
INITIAL FEE METHOD	How did you pay your degree fees at enrolment?			Upfront payment? <input type="checkbox"/>	FEE-HELP Loan? <input type="checkbox"/>	
REFUNDS: (If applicable)	Please complete bank details for direct deposit refund.				Bank Name	
DIRECT DEPOSIT TO BANK ACCOUNT REFUND	BSB Number		Account Number		Account Name	
OR:	Please complete below if you require the refund to be issued to a person / company other than yourself.					
NAME / COMPANY NAME:						
BSB Number				Account Number		

COURSE NAME:						
COURSE ID:				DATE OF COURSE EXIT:		
REASON FOR COURSE EXIT:	<p>A = Transfer to another Institute B = Transfer to a University C = Transfer to another course at Box Hill Institute D = Course Cancelled E = Gained Employment G = Going Interstate H = Going Overseas J = Work Commitments L = Financial Hardship M = Course did not meet my expectations N = Difficulty meeting course requirements P = Family Commitments S = Sickness/Medical Reason S2 = Disability support services didn't meet my needs W = Withdrawn by Institute – extended absence (No student signature required below) W2 = WD by BHI as course scope no longer active O9 = COVID19 (Corona virus)</p>				<p>If you are exiting for Reason C or D please see additional information required below:</p> <p>Reason C Please submit this course exit with enrolment form for new course</p> <p>Reason D</p> <p>_____ Teaching Faculty Staff sign to state course has been cancelled</p> <p>_____ Date:</p>	
<p>PLEASE CIRCLE →</p> <p>I have a Debit Success Payment Plan contract:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please Note: refund policy applies to fees paid via a payment plan.</p>						

Further comments regarding your course exit can be provided on next page, if you wish to provide any further information.

STUDENT SIGNATURE	DATE
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(Please Turn Over)

FURTHER STUDENT COMMENTS - Reasons for Your Course Exit? (if you (student) wish to provide further information – please write here)

LIBRARY CLEARANCE

SIGNATURE & STAMP		DATE	
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Students under Age 17 at time of course exit? Yes (If yes, tick)

If YES you *must* notify the department regional office AND the student's previous school where a student who is still under 17 stops attending. Regional Office details:

Region Youth Pathways and Transitions North East pathways.transitions.nev@education.vic.gov.au North West pathways.transitions.nwv@education.vic.gov.au Please tick <input type="checkbox"/> Regional office notified <input type="checkbox"/> Student's Former school notified	Region Youth Pathways and Transitions South East pathways.transitions.sev@education.vic.gov.au South West pathways.transitions.swv@education.vic.gov.au
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ACADEMIC COURSE MANAGER CLEARANCE

LIST ALL UNITS FOR WHICH THE STUDENT HAS ATTENDED AT LEAST ONE CLASS OR SUBMITTED AT LEAST ONE ASSIGNMENT:

- All enrolled units with an existing grade will remain unchanged
- All enrolled units will be withdrawn using the student's signature date as the withdrawal date. In the absence of a student signature the Academic Course Manager's signature date will be used as the withdrawal date

UNIT ID	UNIT NAME	Study Period	Student Admin Use
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Course Teaching Materials fees to be returned (INTERNATIONAL STUDENTS):	NO	YES	If YES, amount:	\$
Retained Course Items fees to be returned (INTERNATIONAL STUDENTS):	NO	YES	If YES, amount:	\$ (GST Inclusive)
Other: Please State _____			Other amount:	\$
Academic	NAME (PRINT)		EXT	
Course Manager	SIGNATURE		DATE	

S1 ENTRY OFFICER (Staff entering this course exit in S1 must check student's refund/FEE-HELP entitlement & indicate if the student is an International Student.)

INTERNATIONAL STUDENT? No YES (Was this student an INTERNATIONAL student?)

STAFF: ENTERED IN S1

SIGN

DATE.....