

**PLEASE FOLLOW THE INSTRUCTIONS BELOW:**

1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Teaching Faculty Operations 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 VET STUDENT LOAN INFORMATION -**

All 2024 Fee Refund forms must be lodged by 1<sup>st</sup> December 2024. Refunds will not be issued in 2025 for any 2024 enrolments. Refunds may take 4 - 6 weeks to process.

**Government Funded Courses (Domestic Students Only):**

- **Tuition Contribution Fee**
  - All students exiting from Diploma and higher level courses will only be issued with a refund or cancellation of their VET Student Loan, where official withdrawal occurs prior to unit census date. Course Exit form must be completed and officially lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus **by unit census date**. 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 unit census dates. The \$15 payment plan establishment fee and 4.8% billing fee are non-refundable regardless of the withdrawal timeframe.
- **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 (regardless of payment method).
- **Material Fee Refunds**
  - Material Fee refunds are up to the discretion of the relevant Head of Faculty. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal).

**Fee-for-Service Courses:**

**Domestic Students:**

- All students exiting from Diploma and higher level courses will only be issued with a refund or cancellation of their VET Student Loan prior to their unit census dates (regardless of payment method). Course Exit form must be completed and officially lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus by unit census date. Unit Census dates can be viewed at [Institute](#) website.

**International Student Tuition Fee:**

This is detailed in the International Student Refund Policy please contact the International Student Office at Box Hill - Elgar Campus by phone: 9286 9425 or by email: [international@boxhill.edu.au](mailto:international@boxhill.edu.au).

**CENTRELINK** : 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](http://www.boxhill.edu.au)

<b>STUDENT ID NO.</b> <small>(If known)</small>						
<b>FULL NAME:</b>						
<b>DATE OF BIRTH:</b>				<b>AGE AT THE WITHDRAWAL:</b>		
<b>ADDRESS:</b>						
<b>SUBURB:</b>				<b>POSTCODE:</b>		
<b>TELEPHONE:</b>	<b>HOME:</b>			<b>WORK:</b>		
<b>MOBILE:</b>			<b>FAX:</b>			
<b>REFUNDS: (If applicable)</b>	Please complete bank details for direct deposit refund.				<b>Bank Name</b>	
<b>DIRECT DEPOSIT TO BANK ACCOUNT</b>	<b>BSB Number</b>		<b>Account Number</b>		<b>Account Name</b>	
<b>OR:</b>	Please complete below if you require the refund to be issued to a person / company other than yourself.					
<b>COMPANY /ACCOUNT HOLDER'S NAME:</b>						
	<b>BSB Number</b>		<b>Account Number</b>			

<b>COURSE NAME:</b>						
<b>COURSE ID:</b>				<b>DATE OF COURSE EXIT:</b>		
<b>REASON FOR COURSE EXIT:</b>	<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                  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</p>				<p><b>If you are exiting for Reason C or D please see additional information required below:</b></p> <p><b>Reason C</b> Please submit this course exit with enrolment form for new course</p> <p><b>Reason D</b></p> <p>Teaching Faculty Staff sign to state course has been cancelled _____ Date: _____</p> <p>09 = COVID 19 (Coronavirus)</p>	
<p><b>PLEASE TICK</b> →</p> <p><b>I have a Debit Success Payment Plan contract:</b></p> <p><input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></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.

<b>STUDENT SIGNATURE</b>	<b>DATE</b>
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(Please turn over)

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

**LIBRARY CLEARANCE**

<b>SIGNATURE &amp; STAMP</b>	<b>DATE</b>
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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 <a href="mailto:pathways.transitions.nev@education.vic.gov.au">pathways.transitions.nev@education.vic.gov.au</a> North West <a href="mailto:pathways.transitions.nwv@education.vic.gov.au">pathways.transitions.nwv@education.vic.gov.au</a> Please tick <input type="checkbox"/> Regional office notified <input type="checkbox"/> Student's Former school notified	Region Youth Pathways and Transitions South East <a href="mailto:pathways.transitions.sev@education.vic.gov.au">pathways.transitions.sev@education.vic.gov.au</a> South West <a href="mailto:pathways.transitions.swv@education.vic.gov.au">pathways.transitions.swv@education.vic.gov.au</a>
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**OPERATIONS 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
- Withdrawn after participation / attendance – claiming hours (WA)
  - EOP in S1 for the unit should add up to the total hours being claimed prior to this form being submitted.
- Withdrawn no participation / attendance – no claimed hours (WB)
  - No EOP should be in S1 as no hours are being claimed. If EOP has been entered in error it should be removed prior to submitting this form.

The course officially started classes on:		<b>(Form cannot be processed without this date)</b>
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UNIT ID	UNIT NAME	WA/WB	Student Admin Use	IF WA Hours Attended / Participated Up to Withdrawal Date	IF WA Date of Last Attendance / Participation
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Course Teaching Materials fees are to be returned:	NO	YES	If YES, amount:	\$	
Retained Course Items fees are to be returned:	NO	YES	If YES, amount:	\$	(GST Incl)
Other: Please State _____			Other amount:	\$	

<b>Operations Manager</b>	NAME (PRINT)	EXT	
	SIGNATURE	DATE	

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

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

REFUND / VET STUDENT LOAN / PAYMENT PLAN CANCELLATION ENTITLEMENT Checked

STAFF: ENTERED IN S1

SIGN .....

DATE.....