

COURSE EXIT 2019

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

V3 08/2018

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

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 \$10 payment plan establishment fee and the 4.6% 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.
- **Core Skills Support Fee**
This fee is non-refundable regardless of the withdrawal timeframe

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 2019 Fee Refund forms must be lodged by 1st December 2019. Refunds will not be issued in 2020 for any 2019 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:	/ /	SEX: (Please tick)	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
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:			
ADDRESS:		POSTCODE:	
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 F = Personal Reasons 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) Z = Reason Unknown O = Other (Please specify)</p>		
PLEASE CIRCLE →	<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 _____ Date: ____/____/____</p>		
I have a Debit Success Payment Plan contract: <input type="checkbox"/> Yes <input type="checkbox"/> No Please Note: refund policy applies to fees paid via a payment plan.			
STUDENT SIGNATURE			
	DATE	/ /	

LIBRARY CLEARANCE

SIGNATURE & STAMP

DATE

/ /

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.			
9.			
10.			

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...../...../.....

REFUND / FEE-HELP / PAYMENT PLAN CANCELLATION / REDUCTION ENTITLEMNT Checked

<p>No <input type="checkbox"/></p> <p><input type="checkbox"/> Outside all unit census date</p> <p><input type="checkbox"/> Other _____</p> <p>Yes <input type="checkbox"/></p> <p>(If Yes, complete details on right, and then forward to the Student Administration Refunds Officer) →</p>	<p>INTERNATIONAL</p> <p>Amenity <input style="width: 100%;" type="text"/></p> <p>Course Teaching Materials (CTM) <input style="width: 100%;" type="text"/></p> <p>Retained Course Items (RCI) <input style="width: 100%;" type="text"/></p> <p>Retained Course Items (RCI) <input style="width: 100%;" type="text"/></p>	<p>DOMESTIC</p> <p>Degree Course Fee <input style="width: 100%;" type="text"/> Upfront: \$</p> <p>FEE-HELP: \$ <input style="width: 100%;" type="text"/></p> <p>Amenity <input style="width: 100%;" type="text"/> \$</p> <p>Other <input style="width: 100%;" type="text"/></p>
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REFUNDS OFFICER: (If applicable)

TOTAL REFUND:	\$	S1 Refund NUMBER:	PROCESSED BY:	DATE:	/ /
FEE-HELP LOAN CANCELLED:	NO <input type="checkbox"/> YES <input type="checkbox"/>	PROCESSED BY:	REDUCED AMOUNT	\$	REMAINING LOAN AMOUNT \$
TRANSFERRED VIA ET:	\$	ET NUMBER:	PROCESSED BY:	SOA ISSUED: (If applicable)	/ /
PAYMENT PLAN	\$	P/P Contract	PROCESSED BY:	FINANCE NOTIFIED BY:	

INTERNATIONAL STUDENT OFFICER (International students only)

ISO NOTIFIED OF COURSE EXIT BY: _____ DATE: / /