



UNIT WITHDRAWAL 2019

UNIT WITHDRAWAL FOR
Diploma Courses
 (Adv Dip/Dip/Voc Grad. Cert/ Voc. Grad Diploma)

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. Lodge this form with the Student Service Centre Cashier on your campus, or mail to:
 Box Hill Institute, Student Administration, Private Bag 2014, Box Hill, VIC 3128

v3 08/2018

REFUND or CANCELLATION OF VET FEE- HELP LOAN INFORMATION

Government Funded Courses (Domestic Students Only):

- **Tuition Contribution Fee**
 - All students withdrawing from units under a Diploma or higher level course will only be issued with a refund or cancellation of their VET Student Loan where official unit withdrawal occurs prior to unit census dates regardless of payment method. Unit withdrawal forms must be completed and officially lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus **by unit census date**. Where you are enrolled in more than one government-subsidised course in 2019 with Box Hill Institute, your unit withdrawal prior to census date may affect the fees you are required to pay for your other government-subsidised course/s. Unit Census dates can be viewed at [institute](http://institute.edu.au) 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 date. The \$10 payment plan establishment fee and the 4.6% billing fee are non-refundable regardless of the withdrawal timeframe.
- **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 withdrawing from units under a Diploma or higher level course will only be issued with a refund or cancellation of their VET Student Loan prior to their unit census dates regardless of payment method. Unit Withdrawal forms must be completed and lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus. Unit Census dates can be viewed at [institute](http://institute.edu.au) website.

International Students:

- Withdrawing from units may affect your student visa. Please contact International Student Services prior to completing this form.

Materials 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).

Refunds may take 4-6 weeks to process. All 2019 Fee Refund forms must be lodged by 1st December 2019. Refunds will not be issued in 2020 for any 2019 enrolments.

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

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:		
REFUNDS: (If applicable)	Please complete bank details for direct deposit refund.			Bank Name	
DIRECT DEPOSIT TO BANK ACCOUNT	BSB Number		Account Number	Account Name	
OR:					
NAME / COMPANY NAME:					
ADDRESS:				POSTCODE:	
COURSE NAME:					
COURSE ID:			DATE OF UNIT WITHDRAWAL:	/	/
STUDENT SIGNATURE			DATE		

PLEASE TURN OVER

LIST ALL UNITS TO BE WITHDRAWN:

- **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.

UNIT ID	UNIT NAME	Study Period	WA/WB	IF WA HOURS ATTENDED/PARTICIPATED UP TO WITHDRAWAL DATE	IF WA DATE OF LAST ATTENDANCE	Student Admin Use
1.					___/___/19	
2.					___/___/19	
3.					___/___/19	
4.					___/___/19	
5.					___/___/19	
6.					___/___/19	
7.					___/___/19	
8.					___/___/19	
9.					___/___/19	

OPERATIONS MANAGER CLEARANCE

Course Teaching Materials fees are to be returned:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If YES, amount:	\$
Retained Course Items fees are to be returned:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If YES, amount:	\$ (GST inclusive)
Other: Please State _____			Amount:	\$

Operations Manager	NAME (PRINT)	EXT
	SIGNATURE	DATE / /

S1 ENTRY OFFICER (Staff entering this Unit Withdrawal in S1 much check student's refund entitlement)

REFUND/VET STUDENT LOAN CANCELLATION ENTITLEMENT?

No

Outside unit census dates
 Refund transf. to uncharged units
 Other _____

Yes
 (If Yes, complete details on right, and then forward to the Student Administration Refunds Officer) →

Tuition	Upfront: <input type="text"/>	Postage Fee (POS) <input type="text"/>
	VSL Loan: <input type="text"/>	
Amenity	<input type="text"/>	FFS DOMESTIC STUDENTS. Upfront: <input type="text"/>
Course Teaching Materials (CTM)	<input type="text"/>	VSL Loan <input type="text"/>
Retained Course Items (RCI)	<input type="text"/>	Other <input type="text"/>

REFUNDS OFFICER: (If applicable)							
TOTAL REFUND:	\$	S1 Refund NUMBER:		PROCESSED BY:		DATE:	/ /
VET STUD. LOAN AMOUNT REDUCED:	\$	REMAINING LOAN AMOUNT	\$	PROCESSED BY:		DATE:	/ /
TRANSFERRED VIA ET:	\$	ET NUMBER:		PROCESSED BY:		DATE:	/ /
PAYMENT PLAN	\$	P/P CONTRACT:		PROCESSED BY:		Finance Notified By:	

STAFF: ENTERED IN S1

SIGN:

DATE:/...../.....