

**2024 UNIT
WITHDRAWAL
CERTIFICATE I-IV
ONLY**

UNIT WITHDRAWAL - CERTIFICATE I-IV



Use this form to withdraw from units in Cert I-IV courses only

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

V1 01/2024

REFUND INFORMATION – Refunds can take up to 4 weeks to process

Domestic Students

- **Tuition/Amenity Fee Contribution Fees:** Only students who officially withdraw from units within four (4) weeks after the official commencement of the course may be eligible for a tuition contribution fee refund regardless of the individual unit start dates and method of payment. Where you are enrolled in more than one government-subsidised course in 2024 with Box Hill Institute, your unit withdrawal may affect the fees you are required to pay for your other government-subsidised course/s. Unit Withdrawal forms must be completed and lodged with the Student Service Centre on your campus within 4 weeks after the commencement of the course.
- A student on a **payment plan** will only be entitled to a refund if they withdraw within the 4 week refund timeframe. The payment plan is still required to be paid if the withdrawal is after four weeks of commencing the course. The \$15 payment plan establishment fee and 4.8% billing fee are non-refundable regardless of the withdrawal timeframe.
- **Materials 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).

International students

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

- **Materials 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 can take 4-6 weeks to process. 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 Unit Withdrawal.

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"/>
AGE AT THE WITHDRAWAL:					
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

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

Regional office notified

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

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	MAT/FFS FEE TO BE REFUNDED
1.						\$
2.						\$
3.						\$
4.						\$
5.						\$

OPERATIONS MANAGER CLEARANCE

The above course officially started classes on: (Form cannot be processed without this date)

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 inclusive)

Fee-For-Service Course fees are to be returned: NO YES If YES, amount: \$

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 ENTITLEMENT?

No

Outside 4 weeks deadline

Other _____

Yes

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

Tuition	<input type="text"/>	Fee For Service Fee (GST Exempt) (FGN)	<input type="text"/>
Amenity	<input type="text"/>	Postage Fee (POS)	<input type="text"/>
Course Teaching Materials (CTM)	<input type="text"/>	G.S.T.	<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:	
PAYMENT PLAN	\$	P/P CONTRACT:		PROCESSED BY:		FINANCE NOTIFIED BY:	

STAFF: ENTERED IN S1

SIGN:

DATE:

Please turn over