

REGISTRAR'S CENTRE – BOX HILL INSTITUTE

# 2026 Leave of Absence

## Diploma Courses and Above

(Adv Dip/Dip/Voc. Grad. Cert. and Voc. Grad. Diploma + Degrees)



**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. The Operations Manager will review this application and forward the outcome to the Registrar, who will notify you in writing.

V1 01/26

**REFUND or CANCELLATION OF VET STUDENT LOAN INFORMATION**

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

**Tuition Contribution Fee**

- Only students who formally apply for a leave of absence prior to unit census date will be eligible for a refund/reduction or cancellation of their HELP LOAN. Leave of Absence forms 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 /reduction if they formally apply for a leave of absence prior to the unit census date. The payment plan is still required to be paid if a leave of absence is requested after unit census dates. The \$15 payment plan establishment fee and 4.8% billing fee are non-refundable.

**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:**

- Only students who formally apply for a leave of absence prior to unit census date will be eligible for a refund/reduction or cancellation of their HELP Loan. Leave of Absence forms 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 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> (If known)					
<b>FULL NAME:</b>					
<b>DATE OF BIRTH:</b>					
<b>ADDRESS:</b>					
<b>SUBURB:</b>				<b>POSTCODE:</b>	
<b>TELEPHONE:</b>	<b>HOME:</b>			<b>WORK:</b>	
<b>MOBILE:</b>			<b>EMAIL:</b>		
<b>REFUNDS: (If applicable)</b>		Please complete bank details for direct deposit refund.			Bank Name
<b>DIRECT DEPOSIT TO BANK ACCOUNT</b>		BSB Number		Account Number	Account Name
<b>OR:</b>		Please complete below if you require the refund to be issued to a person / company other than yourself.			
<b>NAME / COMPANY NAME:</b>					
<b>ADDRESS:</b>				<b>POSTCODE:</b>	
<b>COURSE NAME:</b>					
<b>COURSE ID:</b>					
<b>REASON FOR LEAVE OF ABSENCE: (Attach additional information if necessary and keep a copy of all documents for your records).</b>					
<b>STUDENT SIGNATURE</b>				<b>DATE</b>	

(Please turn over)

**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:

(Form cannot be processed without this date)

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.					
9.					
10.					

**OPERATIONS MANAGER / DoF DELEGATE CLEARANCE:**

(Please note that a Leave of Absence will only be granted for a maximum of 2 semesters)

LEAVE of ABSENCE GRANTED

YES:

NO:

(please tick)

Reason for decision:

Period of leave is applicable:

FROM:

TO:

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)

Fee-For-Service Course Fees are to be returned:

NO

YES

If YES, amount:

\$

Other: Please State

Other amount:

\$

Ops Manager /  
Dean of Fac

NAME (PRINT)

EXT

SIGNATURE

DATE

**S1 ENTRY OFFICER**

(Staff entering in leave of absence in S1 must check student's refund/VET Student Loan entitlement.)

**REFUND / VET STUDENT LOAN / PAYMENT PLAN CANCELLATION ENTITLEMENT Checked**

No ☐

- ☐ Outside all unit census dates  
☐ Other

Yes ☐

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

Tuition Contribution

Upfront:

VSL Loan:

Postage Fee (POS)

Amenity

Course Teaching Materials (CTM)

Retained Course Items (RCI)

**FFS DOMESTIC STUDENTS:**

Fee For Service Tuition Fee:

Upfront:

VSL Loan:

**REFUNDS OFFICER: (If applicable)**

TOTAL REFUND:	\$	S1 REFUND NUMBER:		PROCESSED BY:		DATE:	
VET STUD. LOAN CANCELLED	NO <input type="checkbox"/>	YES <input type="checkbox"/>	PROCESSED BY:		REDUCED AMOUNT	\$	
PAYMENT PLAN	\$	P/P Contract		PROCESSED BY:		SOA ISSUED: (If applicable)	
Staff entered in S1:						Date:	