



COURSE EXIT CERT I - IV 2019

USE THIS FORM TO EXIT FROM COURSES IN: FOUNDATION, SKILLS CREATION, APPRENTICE/TRAINEE & SKILLS BUILDING

PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. Officially complete this application by signing and dating it (below).
2. Go to your relevant 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 12/2018

REFUND INFORMATION – Refunds can take 4-6 weeks to process

Government Subsidised Courses (Domestic Students only):

- **Tuition Contribution & Service & Amenity Fees:**
 - Only students who formally withdraw within four (4) weeks after the official commencement of the course may be eligible for a tuition contribution fee refund and service & amenity fee refund (regardless of payment method). Course Exit forms must be completed and lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus within this timeframe.
 - A student on a payment plan will only be entitled to a refund/reduction of payment plan if they withdraw within the 4 week refund timeframe. The payment plan is still required to be paid for withdrawals after four weeks of commencing the course. The \$10 payment plan establishment fee and 4.6% 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)
- **\$75.00 Core Skills Support Fee:**
 - This fee is non-refundable regardless of the withdrawal timeframe.

Fee-for-Service Courses

Domestic Students: Course Fee Refunds are up to the discretion of the relevant Head of Faculty (regardless of payment method).

International Students:

- **International Student Tuition Fee:**
 - This is detailed in the International Student Refund Policy please contact the International Student Office via email: international@boxhill.edu.au.
- **Service & Amenity Fees & Materials Fee Refunds:**
 - Only students who withdraw within four (4) weeks after the official commencement of the course may be eligible for an amenity fee refund.
 - 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).

All 2018 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 Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed 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:	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</p> <p>B = Transfer to a University</p> <p>C = Transfer to another course at Box Hill Institute</p> <p>D = Course Cancelled (Evidence required)</p> <p>E = Gained Employment</p> <p>F = Personal Reasons</p> <p>G = Going Interstate</p> <p>H = Going Overseas</p> <p>J = Work Commitments</p> <p>L = Financial Hardship</p> <p>M = Course did not meet my expectations</p> <p>N = Difficulty meeting course requirements</p> <p>P = Family Commitments</p> <p>S = Sickness</p> <p>S2 = Disability support services didn't meet my needs</p> <p>W = Withdrawn by Institute – extended absence</p> <p>Z = Reason Unknown</p> <p>O = Other (Please specify reason)</p>			<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>_____/_____/_____ Faculty Staff sign to state course has been cancelled</p> <p>Date: ____/____/____</p>	
PLEASE CIRCLE →					
<p>I have a Debit Success Payment Plan contract:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please Note: refund policy also applies to fees paid via a payment plan.</p>					
STUDENT SIGNATURE				DATE	/ /

(Please turn over)

LIBRARY CLEARANCE

SIGNATURE & STAMP

DATE:

 / /

OPERATIONS MANAGER CLEARANCE

- **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.
 - Enrolled units not listed below will be processed as withdrawn with no participation

UNIT ID	UNIT NAME	Study Period	WA/WB	IF WA HOURS ATTENDED/PARTICIPATED UP TO WITHDRAWAL DATE	IF WA DATE OF LAST ATTENDANCE/PARTICIPATION	MATERIAL FEE OR FFS FEE TO BE REFUNDED
1.					___/___/2019	\$
2.					___/___/2019	\$
3.					___/___/2019	\$
4.					___/___/2019	\$
5.					___/___/2019	\$
6.					___/___/2019	\$
7.					___/___/2019	\$
8.					___/___/2019	\$
9.					___/___/2019	\$
10.					___/___/2019	\$

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

Course Teaching Materials fees are to be returned:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If YES, amount:	\$ <input style="width: 100px;" type="text"/>
Retained Course Items fees are to be returned:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If YES, amount:	\$ <input style="width: 100px;" type="text"/> (GST Inclusive)
Fee-For-Service Course fees are to be returned:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If YES, amount:	\$ <input style="width: 100px;" type="text"/>
Other: Please State _____			Other amount:	\$ <input style="width: 100px;" type="text"/>

Please ensure that all units for which the student has either attended one class or submitted one assignment are listed above. SCH will be counted for the listed units only.

Operations Manager	NAME (PRINT) <input style="width: 90%;" type="text"/>	EXT	
	SIGNATURE <input style="width: 90%;" type="text"/>	DATE	/ /

S1 ENTRY OFFICER (Staff entering this course exit in S1 must check student's refund entitlement & indicate if the student is an Apprentice / Trainee or an International student.)

APPRENTICE / TRAINEE? No Yes
 (Was this student studying in this course as an APPRENTICE or TRAINEE in this course?)

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

STAFF: ENTERED IN S1
 SIGN.....
 DATE...../...../.....

REFUND ENTITLEMENT?

No <input type="checkbox"/> <input type="checkbox"/> Outside 4 weeks deadline <input type="checkbox"/> Other _____ Yes <input type="checkbox"/> (If Yes, complete details on right, and then forward to the Student Administration Refunds Officer) →	<table style="width: 100%;"> <tr> <td style="width: 30%;">Tuition</td> <td style="width: 20%;"><input style="width: 100%;" type="text"/></td> <td style="width: 30%;">Fee For Service Fee (GST Exempt) (FGN)</td> <td style="width: 20%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Amenity</td> <td><input style="width: 100%;" type="text"/></td> <td>Postage Fee (POS)</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Course Teaching Materials (CTM)</td> <td><input style="width: 100%;" type="text"/></td> <td>G.S.T.</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Retained Course Items (RCI)</td> <td><input style="width: 100%;" type="text"/></td> <td>Other</td> <td><input style="width: 100%;" type="text"/></td> </tr> </table>	Tuition	<input style="width: 100%;" type="text"/>	Fee For Service Fee (GST Exempt) (FGN)	<input style="width: 100%;" type="text"/>	Amenity	<input style="width: 100%;" type="text"/>	Postage Fee (POS)	<input style="width: 100%;" type="text"/>	Course Teaching Materials (CTM)	<input style="width: 100%;" type="text"/>	G.S.T.	<input style="width: 100%;" type="text"/>	Retained Course Items (RCI)	<input style="width: 100%;" type="text"/>	Other	<input style="width: 100%;" type="text"/>
Tuition	<input style="width: 100%;" type="text"/>	Fee For Service Fee (GST Exempt) (FGN)	<input style="width: 100%;" type="text"/>														
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Retained Course Items (RCI)	<input style="width: 100%;" type="text"/>	Other	<input style="width: 100%;" type="text"/>														

REFUNDS OFFICER: (If applicable)

TOTAL REFUND:	\$ <input style="width: 100%;" type="text"/>	S1 Refund No:	<input style="width: 100%;" type="text"/>	PROC. BY:	<input style="width: 100%;" type="text"/>	DATE:	<input style="width: 100%;" type="text"/>
TRANSFERRED VIA ET:	\$ <input style="width: 100%;" type="text"/>	ET No:	<input style="width: 100%;" type="text"/>	PROC. BY:	<input style="width: 100%;" type="text"/>	SOA ISSUED (if applicable):	<input style="width: 100%;" type="text"/>
PAYMENT PLAN	\$ <input style="width: 100%;" type="text"/>	P/P Contract:	<input style="width: 100%;" type="text"/>	PROC. BY:	<input style="width: 100%;" type="text"/>	FINANCE NOTIFIED BY:	<input style="width: 100%;" type="text"/>

DELTA OFFICER (if applicable for Apprentice/Trainee Students only) / **STUDENT ADMIN. INTERNATIONAL STUDENT** (International Students Only)

Course Exit recorded in DELTA by:	<input style="width: 100%;" type="text"/>	ISO informed of Course Exit by:	<input style="width: 100%;" type="text"/>	DATE:	<input style="width: 100%;" type="text"/>
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