

# 2026 COURSE EXIT FOR

## DEGREE

### COURSES ONLY

(Bachelor, Associate Degrees, Masters)



BOX HILL  
INSTITUTE

# COURSE EXIT

#### 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

V1 01/2026

#### 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 \$15 payment plan establishment fee and the 4.8% 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.

##### International Students:

###### ▪ International Student Tuition Fee:

- Please contact the International Student Office on via email at [international@boxhill.edu.au](mailto:international@boxhill.edu.au) for tuition fee refund details.

All 2026 Fee Refund forms must be lodged by 1<sup>st</sup> December 2026. Refunds will not be issued in 2027 for any 2026 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](http://www.boxhill.edu.au)

STUDENT ID NO. (If known)			
FULL NAME:			
DATE OF BIRTH:	AGE AT THE WITHDRAWAL:		
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.		
DIRECT DEPOSIT TO BANK ACCOUNT REFUND	BSB Number	Account Number	Bank Name
OR:	Please complete below if you require the refund to be issued to a person / company other than yourself.		
NAME / COMPANY NAME:			
BSB Number			Account Number
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          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/Medical Reason          S2 = Disability support services didn't meet my needs          W = Withdrawn by Institute – extended absence          (No student signature required below)          W2 = WD by BHI as course scope no longer active          O9 = COVID19 (Corona virus)</p>		
I have a Debit Success Payment Plan contract:	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p> <p>Please Note: refund policy applies to fees paid via a payment plan.</p>		
PLEASE CIRCLE →			
<p>If you are exiting for Reason C or D please see additional information required below:</p> <p><b>Reason C</b>          Please submit this course exit with enrolment form for new course</p> <p><b>Reason D</b></p> <p>Teaching Faculty Staff sign to state course has been cancelled Date:</p>			
STUDENT SIGNATURE	DATE		

(Please turn over)

**FURTHER STUDENT COMMENTS - Reasons for Your Course Exit? (if you (student) wish to provide further information – please write here)**

**LIBRARY CLEARANCE**

<b>SIGNATURE &amp; STAMP</b>		<b>DATE</b>
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**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](mailto:pathways.transitions.nev@education.vic.gov.au)

North West    [pathways.transitions.nwy@education.vic.gov.au](mailto:pathways.transitions.nwy@education.vic.gov.au)

Please tick

- Regional office notified
- Student's Former school notified

**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

<b>UNIT ID</b>		<b>UNIT NAME</b>		<b>Study Period</b>	<b>Student Admin Use</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

**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:**      **\$**

<b>Academic</b>	<b>NAME (PRINT)</b>		<b>EXT</b>	
<b>Course Manager</b>	<b>SIGNATURE</b>		<b>DATE</b>	

**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** .....