WITHDRAWAL APPLICATION FORM for VET FEE-HELP students – 2012

SECTION A: To be completed by the student and returned to the VET FEE-HELP Enrolment Officer at your college of enrolment to assist in the completion of this form.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Other Name</th>
<th>College</th>
<th>Date of Birth (day/month/year)</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
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</table>

Postal Address

Course Number

Course Name

Amount Paid $          Paid By: Student ☐ Other ☐ If 'Other', please give details below

Payer First Name

Payer Last Name

Payer Address

Postcode

Please tick your request/s and sign below:

☐ 1. I wish to withdraw from my course.
☐ 2. I wish to withdraw from my Unit/s of Study on or before the Administrative Date (Refund applies)
☐ 3. I wish to withdraw from my Unit/s of Study on or before the Census Date but after the Administrative Date (Refund applies. 10% Cancellation Fee applies)
☐ 4. I wish to withdraw from my Unit/s of Study after the Census Date (No refund)
☐ 5. Other. Please specify and attach documentary evidence (please see over page)

Please specify:

Signature of student

Date

Note 1: Refunds are to be made to the student, organisation or third party who originally paid.

Note 2: For Credit card payments. Any payments made by Credit Card may be refunded to the original credit card number only.

Electronic Payment of Refunds

If you prefer this method of payment please provide details of your bank account into which the refund will be directly deposited.

Account Name

Bank

BSB No.

Account No.

SECTION B: To be completed by Student Services

<table>
<thead>
<tr>
<th>Approved</th>
<th>Not Approved</th>
<th>Approval Number</th>
<th>Refund Amount</th>
<th>Cancellation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Refund Payment minus Cancellation Fee $ 

If not approved, provide reason

Signature of approver

Date

The original payment details can be viewed from MEVI/ECRI

For Credit card payments. Any payments made by Credit Card may be refunded to the original credit card number only.

Refund details entered into MEVI/ECRI

Signed

Copy forwarded to: Section Library

Signed

Date
Refund/withdrawal information in relation to VET FEE-HELP

Students who withdraw from a Unit of Study or a Course of Study are required to notify their Institute in writing.

1. Students who have overpaid their fees must be refunded.
2. Students are not eligible for the refund of incidental fees.
3. Students enrolled in a course that has been cancelled by the college or institute must be refunded.
4. Students who withdraw before the Administrative Date will receive a full refund of their tuition fees if they have paid, or will not incur a debt if they have taken out a VET FEE-HELP loan.
5. Students enrolled in a course that has been cancelled by the college or institute must be refunded.
6. Students who withdraw from a Unit of Study on or before the Census Date and after the Administrative Date will receive a refund of their tuition fees if they have paid, or will not incur a debt if they have taken out a VET FEE-HELP loan. A Cancellation Fee will be charged.
7. Students who withdrew after the Census Date:
   - will receive no refund if they have paid up-front
   - will be liable for the full debt if they have taken out a VET FEE-HELP loan
   - will only be eligible for a refund or reversal of their VET FEE-HELP loan under special circumstances.
8. Special Circumstances are listed in Chapter 6 of the VET FEE-HELP Information student booklet.

Further information:


Note 1: Refunds are to be made to the student, organisation or third party who originally paid.

Note 2: For Credit card payments. Any payments made by Credit Card may be refunded to the original credit card number only.

STUDENT PRIVACY

Information collected by the New South Wales TAFE Commission during a student’s enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veterans’ Affairs, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using TAFE NSW Student e-Services.