WITHDRAWAL APPLICATION FORM for VET FEE-HELP students – 2016

SECTION A: To be completed by learner and returned to the VET FEE-HELP Enrolment Officer at your college of enrolment.

Family name
Other name
Date of Birth
Postal address
Course number
Amount paid
Payer Family name
Payer address

Please tick your request/s, complete withdrawal reason and sign below:

1. I wish to withdraw from my course.
2. I wish to defer my studies. (Government subsidised students only. See over for details.)
3. I wish to withdraw from the unit/s of study listed below on or before the census date. No debt is incurred and refund applies if payment has been made. (In a VET FEE-HELP eligible course, fees are charged by units of study.)
4. I wish to withdraw from the unit/s of study listed below after the census date. No refund or removal of debt unless special circumstances apply—see over. NOTE: If you withdraw from a unit of study, but wish to continue your course, you will need to request TAFE NSW in writing to continue/resume your study.

Withdrawal reason

Unit of study details:

<table>
<thead>
<tr>
<th>Unit of study Code</th>
<th>Unit of Study Name</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Census Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payment</td>
</tr>
</tbody>
</table>

* Signature of applicant

Note 1: Refunds are to be made to the learner, 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.

SECTION B: OFFICE USE ONLY

Approved
Not Approved
Approval Number
Refund Amount

If not approved, provide reason ____________________________________________________________

Signature of approver __________________________ Date __________________________

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

Refund details entered into ebs4

Copy forwarded to: Section Library

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Refund/withdrawal information in relation to VET FEE-HELP

Learners who withdraw from a unit of study or a course of study are required to notify their Institute in writing.

1. Learners who have overpaid their fees must be refunded.

2. Learners are not eligible for the refund of incidental fees.

4. Learners enrolled in a course that has been cancelled by the college or Institute must be refunded.

5. Learners who withdraw from a unit of study on or before the census 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.

6. Learners who withdraw after the census date of a unit of study:
   - will receive no refund of the unit of study fees if they have paid up-front
   - will be liable for the full debt for the unit of study 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.


Further information:
  Look under Student Administration Tab, then Fees.

Note 1: You are not eligible for a re-credit or a refund if you have successfully completed the unit of study.

Deferrals (Government subsidised students)

Learners who are enrolled in a Government subsidised training place may defer their studies for a period of up to twelve months. If you do not recommence your studies within the 12 month period, your record will be amended to identify that you have withdrawn and discontinued your studies.

Learner Privacy Notice

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

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

The information may be disclosed to the Department of Human Services (Centrelink), the Department of Veterans’ Affairs, the Department of Education and Training, the Department of Industry and Science, the Department of Immigration and Border Protection, Transport for NSW, NSW Department of Industry, Skills & Regional Development, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission 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 NSW Skills and Industry Policy Division (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 the TAFE NSW Learner Portal.