# WITHDRAWAL APPLICATION FORM for Higher Education Students – 2015

This form applies to both FEE-HELP, non FEE-HELP and international* students

## SECTION A: To be completed by the student and returned to the Enrolment Officer at your campus of enrolment.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Name</td>
<td>TAFE Campus</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Student ID</td>
</tr>
<tr>
<td>Postal Address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
</tr>
</tbody>
</table>

Tick which method you paid your tuition fees by:  
- [ ] FEE-HELP Loan  
- [ ] Upfront payment  
- [ ] Combination  
- [ ] Payment to DEC international  
(See Note 3)

If Upfront or Combination, indicate Amount Paid $  
Paid By:  
- [ ] Student  
- [ ] Other (if ‘Other’, give details below so refund can be made to payer.)

Payer’s First Name  
Payer’s Last Name  
Payer’s Address  
Postcode |

**Please tick your request/s and sign below:**

- [ ] I am a domestic student  
- [ ] I am an international student and have discussed my intention to withdraw with the International Student Coordinator / Manager at my campus. (See Note 3)

- [ ] I wish to withdraw from my course.  
- [ ] I wish to withdraw from my course / subjects on or before the Census Date*. Indicate subject/s in table below.  
- [ ] I wish to withdraw from my course / subjects after the Census Date*. Indicate subject/s in table below.  
- [ ] Other. Please specify and attach documentary evidence (please see over page) ________________________________

*Notes over page for conditions of refunds.

Signature of student ________________________________  
Date __________________

**Unit of Study Details:**

<table>
<thead>
<tr>
<th>Subject No.</th>
<th>Subject Name</th>
<th>Start Date</th>
<th>Census Date</th>
<th>End Date</th>
<th>Refund amount due to student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 will be refunded to the original credit card number.

**Note 3:** International students considering withdrawing must talk to the International Students Coordinator/Manager at the campus before submitting this form and must apply to DEC International for any refund they may be eligible for.

**Electronic Payment of Refunds**

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

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Bank</th>
<th>BSB No.</th>
<th>Branch</th>
<th>Account No.</th>
</tr>
</thead>
</table>

## SECTION B: To be completed by Student Services  
NOTE: DEC International approval is required in relation to international students seeking to withdraw.

<table>
<thead>
<tr>
<th>Approved</th>
<th>*Not Approved</th>
<th>Approval Number</th>
<th>Refund Amount</th>
</tr>
</thead>
</table>

*If not approved, provide reason

Signature of approver ________________________________  
Date __________________

Note: Any payments made by credit card must be refunded to the original credit card number.

The original payment details have been checked.  
Refund details entered into system.  
Copy forwarded to:  
Section [ ]  
Library [ ]  
DEC [ ]  
Signed [ ]  
Date ____________

HE_Withdrawal_Refund_Application_2015 v1
IMPORTANT REFUND AND WITHDRAWAL INFORMATION

All students who wish to withdraw from a TAFE NSW Higher Education subject or course MUST COMPLETE THIS FORM and return it to Student Services at the campus at which they are enrolled, in order to notify their Institute in writing of their intention to withdraw.

This form must be completed regardless of when a student decides to withdraw.

Failure to attend classes is not in itself notification of withdrawal. If you do not complete a Withdrawal Form, TAFE NSW Higher Education will assume that you are continuing your studies.

1. Domestic students who withdraw from a subject on or before the Census Date:
   - will not incur a debt if they have taken out a FEE-HELP loan for the subject/s they are withdrawing from, and/or
   - will receive a refund of their tuition fees if they have paid their tuition fees upfront for the subject/s they are withdrawing from.

2. Domestic students who withdraw after the Census Date:
   - will be liable for the full debt (for subjects enrolled in prior to withdrawal) if they have taken out a FEE-HELP loan, and/or
   - will NOT receive a refund if they have paid their tuition fees upfront.

3. Domestic students who withdraw after the Census Date may be eligible for a refund or reversal of their FEE-HELP loan under special circumstances. Special Circumstances are listed in the FEE-HELP Information booklet and in the TAFE NSW Higher Education Tuition Fees, Payments, FEE-HELP, Refund and Review Policy and Procedures.

4. International students are subject to special rules governing withdrawal and eligibility for refunds.

   International Students must talk to the International Students Coordinator / Manager at the campus before submitting this form. International students must contact DEC International on (+61 2) 8293 6971 for further information about eligibility for refund of tuition fees.

5. Withdrawing students are not eligible for the refund of incidental fees.

Further information:

  Look under Student Administration Tab, then Fees.


Note 1: Refunds will be made to the student, organisation or third party who originally paid.
Note 2: For Credit card payments. Refunds will only be made to the original credit card number.
Note 3: International students must apply to DEC International for any refund they may be eligible for.

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; the Department of Immigration and Border Protection; the Universities Admissions Centre; Office of the Board of Studies and the National Centre for Vocational Education Research.

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your withdrawal request 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.