



UNIT WITHDRAWAL 2012

UNIT WITHDRAWAL FOR
**SKILLS
 DEEPENING**
 COURSES ONLY
 (Adv Dip/Dip/Voc Grad. Cert)

Please follow the instructions below:

1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Head of Centre for clearance and authorisation.
3. Lodge this form with the Student Service Centre Cashier on your campus, or mail to:
 Box Hill Institute, Student Administration, Private Bag 2014, Box Hill, VIC 3128

REFUND or CANCELLATION OF VET FEE- HELP LOAN INFORMATION

Government Funded Courses (Domestic Students Only):

- **Tuition Contribution Fee**
 - All students withdrawing from Skills Deepening units will only be issued with a refund or cancellation of their VET FEE-HELP loan prior to their unit census dates. Unit withdrawal forms must be completed and lodged with the Student Service Centre on your campus. Where you are enrolled in more than one government-subsidised course in 2012 with Box Hill Institute, your unit withdrawal prior to census date may affect the fees you are required to pay for your other government-subsidised course/s. Unit Census dates can be viewed at <http://www.bhtafe.edu.au/courses/Pages/VET-FEE-HELP.aspx>
- **Material Fee Refunds**
 - Material Fee refunds are up to the discretion of the relevant Head of Centre. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal).

Fee- for-Service Courses

Domestic Students:

- All students withdrawing from Skills Deepening units will only be issued with a refund or cancellation of their VET FEE-HELP loan prior to their unit census dates. Unit Withdrawal forms must be completed and lodged with the Student Service Centre on your campus. Unit Census dates can be viewed <http://www.bhtafe.edu.au/courses/Pages/VET-FEE-HELP.aspx>

International Students:

- Withdrawing from units may affect your student visa. Please contact International Student Services prior to completing this form.

• **Materials Fee Refunds:**

- Material Fee refunds are up to the discretion of the relevant Head of Centre. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal).

Refunds may take 4-6 weeks to process. All 2012 Fee Refund forms must be lodged by 1st December 2012. Refunds will not be issued in 2013 for any 2012 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 Privacy Collection Statement – available to be viewed on the Institute's web site 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)	Refunds will be sent by cheque to you. Alternatively you may complete bank details below for direct deposit refund.						
DIRECT DEPOSIT TO BANK ACCOUNT	BSB Number		Account Number		Account Name		
OR:							
NAME / COMPANY NAME:							
ADDRESS:						POSTCODE:	
COURSE NAME:							
COURSE ID:				DATE OF UNIT WITHDRAWAL:	/	/	
STUDENT SIGNATURE					DATE	/	/

LIST ALL UNITS TO BE WITHDRAWN:

1 = Semester 1
2 = Semester 2
3 = Full Year

WB = did NOT attend 1 class or submit any work/participate for this unit.
WA = did attend at least 1 class or submitted at least 1 piece of work/participated in this unit.

The course officially started classes on:	____/____/2012	(Form cannot be processed without this date)
The course officially finished classes on:	____/____/2012	(Form cannot be processed without this date)

UNIT ID	UNIT NAME	SEM	WA/WB	IF WA HOURS ATTENDED/PARTICIPATED UP TO WITHDRAWAL DATE	IF WA DATE OF LAST ATTENDANCE	MAT/FFS FEE TO BE REFUNDED
1.					__/__/2012	\$
2.					__/__/2012	\$
3.					__/__/2012	\$
4.					__/__/2012	\$
5.					__/__/2012	\$
6.					__/__/2012	\$
7.					__/__/2012	\$
8.					__/__/2012	\$
9.					__/__/2012	\$

HEAD OF CENTRE CLEARANCE

Course Teaching Materials fees are to be returned:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If YES, amount:	\$
Retained Course Items fees are to be returned:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If YES, amount:	\$ (GST inclusive)
Other: Please State _____			Amount:	\$

HOC / HOC DELEGATE	NAME (PRINT)	EXT
	SIGNATURE	DATE / /

SMART ENTRY OFFICER (Staff entering this Unit Withdrawal in SMART much check student's refund entitlement)

REFUND/VET FEE HELP CANCELLATION ENTITLEMENT?

No

Outside unit census dates
 Refund transf. to uncharged units
 Hours still above maximum threshold
 Other _____

Yes
(If Yes, complete details on right, and then forward to the Student Administration Refunds Officer) →

Tuition	Upfront: _____	Postage Fee (POS)	_____
	VFH Loan: _____		
Amenity	_____	FFS DOMESTIC STUDENTS.	Upfront: _____
Course Teaching Materials (CTM)	_____		VFH Loan _____
Retained Course Items (RCI)	_____		

REFUNDS OFFICER: (If applicable)

TOTAL REFUND:	\$	RR / SR NUMBER:		PROCESSED BY:		DATE:	/ /
VET FEE HELP LOAN AMOUNT REDUCED:	\$	REMAINING LOAN AMOUNT	\$	PROCESSED BY:		DATE:	/ /
TRANSFERRED VIA ET:	\$	ET NUMBER:		PROCESSED BY:		DATE:	/ /

STAFF: ENTERED IN SMART

SIGN:

DATE:/...../.....