

This form is for eligible VET Student Loan students who are withdrawing or deferring from their course or Units of Study (UoS).

SECTION A: To be completed by Student. Please return this form to your campus of enrolment (student administration)

Family name	<input type="text"/>	First name	<input type="text"/>
Other name	<input type="text"/>	Student number	<input type="text"/>
Date of Birth	<input type="text"/> day <input type="text"/> month <input type="text"/> <input type="text"/> year	College name	<input type="text"/>
Postal address	<input type="text"/>		Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Course number	<input type="text"/>	Course name	<input type="text"/>
Course Fees	\$ <input type="text"/>	Payment type	<input type="checkbox"/> Self-Paid <input type="checkbox"/> VET Student Loan <input type="checkbox"/> Other - please provide details below
Payer Full Name	<input type="text"/> (Company/Individual)		
Payer address	<input type="text"/>		Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please tick as appropriate, complete withdrawal reason and sign below:

1. I am withdrawing from mycourse. Last participation date: OR no participation:
2. I am deferring my studies (Government subsidised students only, see Section D). Date I am intending to resume (if applicable)
- Note:** Students in receipt of the Commonwealth Government’s Skilling for Recovery Job Trainer fee exemption enrolled into a full qualification who experienced study disruptions due to the North Coast floods in 2022 may defer their training for up to twelve months, see Section D.
3. I am withdrawing from the Unit/s of Study listed below (for Units of Study where withdrawal is after the census date, there is no refund or removal of debt unless special circumstances apply- see Section C). Note: In a VET Student Loan eligible course, fees are charged by Units of Study.

Withdrawal/Deferral reason

Note: This form is used as notice of withdrawal from a VET Student Loan enrolment and to determine any refund amounts for students who have self-paid and withdrawn prior to the census day. Students who have withdrawn after Census day and are requesting a recredit of their VETSL debt must provide their campus with an ‘Application to re-credit a HELP balance’ form along with supporting evidence and this withdrawal form, see Section C.

Unit of Study details (or attach copy of Invoice Notice):

Unit of Study (UoS) Code	Unit of Study (UoS) Name	Office Use Only		
		Census Day	*UoS Self-Paid \$	UoS Loan \$
<i>*UoS Self-Paid includes UoS fees and any applicable Mandatory Self Payment Amounts (not a loan)</i>		Total		

Student declaration: By signing this form, the applicant confirms that they have read and understood the Withdrawal Refund Information and the Deferral Terms and Conditions as specified in Section C and D of this application (page 2).

Signature of applicant Date: (Withdrawal Effective Date)¹

(or staff member for staff-initiated withdrawals)

Note for students: Submitting this application via your TAFE NSW email account is recognised as your electronic signature

(STAFF MEMBER NAME) Last participation date: OR no participation:

Note 1: Refunds (applicable to payment only, not loans) are to be made to the learner, company 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

Do not provide credit/debit card details on this form. TAFE NSW does not require any credit card/debit details on the form and will hand back and/or destroy any Withdrawal Application Forms that contain credit card/debit card data without processing the payment and a new application will be required to be submitted. If you are eligible for a refund to a credit/debit card, TAFE NSW will request the information from you in a separate/secure method, to ensure the security of your credit/debit card details.

¹Withdrawal Effective Date – is when the student notifies TAFE NSW of their intention to withdraw or signs the Withdrawal Application Form, see Section C

Student Privacy – For further information refer to <http://www.tafensw.edu.au/privacy>

SECTION B: OFFICE USE ONLY

Recommending Officer	<input type="text"/>	Date	<input type="text"/>	Refund Due (for self-payments only) \$	<input type="text"/>
SIGNATURE of APPROVER (Delegation under 12.3 (b) for	<input type="text"/>	Date	<input type="text"/>	Approved <input type="checkbox"/>	NOT Approved <input type="checkbox"/>
Comments/reason for non-approval (if applicable)	<input type="text"/>				
VSL withdrawal code applied (WDV\FHBC/WDV\FHAC) (ebs)	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Refund – ebs adjusted as required	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Transcript/Employer Report/Withdrawn Award Printed	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Forwarded to: Section Library GovConnect ¹	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
VSL processes complete (e.g. provide a recredit proforma to VSL unit) if applicable	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>

SECTION C - Withdrawal and refund information in relation to VET Student Loans

The following applies to eligible VET Student Loan students who are enrolled in a VET Student Loan approved course:

Students who withdraw from a Unit of Study or a course of study are required to notify their TAFE NSW campus in writing

1. Students enrolled in a course that has been cancelled by TAFE NSW will be refunded or the loan remitted (for course fees)
2. Refunds are to be made to the student, company or third party who originally paid the course fees
3. Students are not eligible for the refund of incidental fees
4. Original payment via Credit/Debit Card and refund requested to the same card requires the first six (6) and last four (4) card digits to be obtained, at the time the refund is processed. A TAFE NSW staff member will be in contact with the student to securely obtain information related to the Credit/Debit card or bank details
5. TAFE NSW will not ask for the full credit card number to be recorded on any documents
6. Students who withdraw from a Unit of Study on or before the census day will receive a refund of their course fees if they have self-paid, or will not incur a debt if they have taken out a VET Student Loan (includes future Units of Study)
7. Students who withdraw **after** the census day of a Unit of Study:
 - will receive no refund of the Unit of Study fees if they have self-paid
 - will be liable for the full debt for the Unit of Study if they have taken out a VET Student Loan
 - will only be eligible for a refund or reversal of their VET Student Loan under 'Special Circumstances'
8. **Special Circumstances** are listed in the [VET Student Loan Information Student booklet](#). Students must submit a completed [Application to re-credit a HELP Balance](#) form as stipulated under the *VET Student Loans Act 2016*
9. All decisions to re-credit a HELP balance can only be made in accordance with the requirements of the Act
10. Requests for re-crediting a HELP balance should be made within 12 months of the census day of the Unit of Study/Part of a Course (unless TAFE NSW is satisfied the application could not be made within the time frame because of special circumstances)
11. Students cannot apply for a re-credit if they have successfully completed the course. Students who have not completed the course can apply for a re-credit for Units of Study where the 'Special Circumstances' criteria applies. Further information, see VET Student Loans on the [TAFE NSW](#) website or the [Study Assist](#) website
12. Written notification of the students intent to 'withdraw/discontinue' their studies is either by this form completed by the student, or this form completed by a staff member with supporting evidence of student's request, except where there has been no contact with the student (note 14)
13. Withdrawal effective date is when the student notifies TAFE NSW of their intention to withdraw, as per note 12
14. TAFE NSW will take action to withdraw students from study where:
 - Students have not demonstrated participation and/or attendance of their study on a regular basis. TAFE NSW will attempt contact to determine their status of continuing enrolment or withdrawal from their studies. TAFE NSW will assist students to re-commence their studies, however if no response is received within times specified, action will be taken to withdraw/close the enrolment
 - The student cannot demonstrate competency in all applicable practical/theory/workplace components of study. TAFE NSW is under no obligation to offer repeat attempts at a Unit of Competency or continue an enrolment where successful competency is not demonstrated.

SECTION D – Deferral Terms and Conditions (Government subsidised students)

- Deferral is a study option that allows students currently enrolled and participating in Smart and Skilled NSW Government subsidised training, to temporarily pause their training and return within a 12-month period from the date the signed Deferral Application Form is received. The maximum 12-month period takes into account and includes any previous deferral periods for the same qualification /enrolment.
- Deferrals under the Commonwealth Government's Skilling for Recovery Job Trainer initiative may be considered where:
 - The request is supported by a medical certificate detailing why the medical condition prohibits training, and
 - The request is for a deferral period of no more than six months, and
 - The student has commenced training prior to seeking deferral.

Note: The above restriction will not apply until further notice for **full** qualification students who have experienced study disruptions due to the North Coast floods in 2022 who live in the Local Government Areas of Lismore, Ballina, Byron, Kyogle, the Richmond Valley, Clarence Valley and Tweed. These students may defer for up to twelve months. Where the student is undertaking a Sfr **part** qualification TAFE NSW may contact TSNSW Regional Office to discuss options around extending their training completion date.

- Deferrals for full-fee paying students may be considered in special circumstances.
- TAFE NSW will take action to withdraw an enrolment where a student does not return to training in the specified timeframe. TAFE NSW may contact students during the deferral period where determination of study intentions is required.
- An enrolment will be closed for the period of deferral, which means an individual is not considered an active/enrolled student during this period.
- A new enrolment for the qualification will be required if the student decides to return to training at a date later than the agreed deferral timeframe.
- As the deferred enrolment is not an active participation in training, this status will likely impact benefits and allowances from providers such as Centrelink. Students are responsible for notifying Centrelink or any other relevant providers of their change in circumstances.
- The Student fee or Concession fee will remain as identified at enrolment and will not change during the period of deferral.
- Any unit/s attempted/not completed within the enrolled qualification at time of deferral will record a withdrawn (WN) result, and the student fee or fee exemption covers this first attempt at these unit/s. When students return to training after deferment, an additional fee for the second attempt at these Unit/s applies where the result was a NC, except where the student had a Fee Exemption on basis of Disability
- Students who are in receipt of a **VET Student Loan** are subject to terms and conditions in relation to Units of Study (UoS). Students are encouraged to speak with their student administration office to obtain further information.
- At the time of deferral, the student fees are to be paid for any outstanding UoS fees. Any remaining UoS will not be payable during the deferral period. Payment of remaining UoS will recommence upon return to training.

A deferral application will not be approved where:

- Future class scheduling or resourcing is not available within the required timeframe,
- A student has outstanding UoS fees at the time the deferral application is received,
- 12 month deferral has previously been used/consumed for the same qualification,
- The return to study after the deferral will not allow sufficient time for the student to complete the course/qualification requirements before the course/qualification becomes obsolete (that is, within the currency period),
- A student is enrolled under the Fee-Free Job Trainer initiative, unless deferral is based on medical grounds (6 months) or is a student affected by the **2022 North Coast flood** (these students may defer for up to twelve months, see above)
- A student has not satisfactorily demonstrated engagement and progression through their training, including submission of assessments or tasks in accordance with teacher instruction/permissible timeframes,
- A student has disengaged from training for a period of one month or more.