WITHDRAWAL & INTERRUPTION APPLICATION FORM
for Higher Education Students
This form applies to both domestic and international students.

READ THE INFORMATION ON PAGE 2 BEFORE COMPLETING THIS FORM.

SECTION A:
Domestic students: Complete Section A and return the form to your Course Coordinator.
International students: Before withdrawing or suspending your studies you must check with the International Students Coordinator/Manager to ensure compliance with visa requirements. Then complete Section A and return the form to your Course Coordinator. Applications for international student tuition fee refunds can be made to the TAFE NSW International Finance team once the withdrawal has been actioned.

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<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>TAFE Campus</th>
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<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>TAFE Student ID</th>
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<tbody>
<tr>
<td>day</td>
<td>month</td>
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Address

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<th>Address</th>
<th>Postcode</th>
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Email

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<th>Email</th>
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Course Number

<table>
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<th>Course Name</th>
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Please complete your request/s and sign below: (See notes over page for conditions of refunds.)

- [ ] 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.
- [ ] 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.
- [ ] I wish to interrupt / suspend my studies for a period of [ ] one semester [ ] one year. (Tick one)
- [ ] I will recommence my studies in Semester [ ] Year [ ] (eg: Semester 1, 20xx)

Reason for request

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date</th>
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Tick which method you paid your tuition fees by:
- [ ] FEE-HELP Loan
- [ ] Upfront payment
- [ ] Combination
- [ ] International

If Upfront or Combination, indicate amount paid upfront $ [ ]

Paid By:
- [ ] Student
- [ ] Other [ ]

If ‘Other’, give details below.

Payer’s First Name

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<th>Payer’s Last Name</th>
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<table>
<thead>
<tr>
<th>Student to complete</th>
<th>Office Use Only</th>
<th>Date Received</th>
<th>Refund amount due to student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject No.</td>
<td>Subject Name</td>
<td>Start Date</td>
<td>Census Date</td>
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Notes

1: Refunds, where approved, are to be made to the student, organisation or third party who originally paid.
2: Any payments that were made by credit card will be refunded to the original credit card number.
3: TAFE NSW will not ask for your credit/debit card details to be recorded on any documents. Payment will not be processed with the forms containing credit/debit card details.
4: International students must complete a ‘Request for Refund of Fees’ form which is available from the International Students Unit at the campus.
### IMPORTANT INFORMATION – READ THIS FIRST

All students who wish to withdraw from a TAFE NSW Higher Education subject or course or who wish to interrupt/suspend their studies must complete this form and return it to the Course Coordinator in accordance with the guidelines provided in Section A above. Failure to attend classes is not in itself notification of withdrawal. If you do not complete a Withdrawal/Interruption Form, TAFE NSW Higher Education will assume that you are continuing your studies in all subjects you are currently enrolled in. This form must be completed regardless of when a student decides to withdraw or interrupt / suspend their studies.

#### DOMESTIC STUDENTS

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 of tuition fees 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. Interrupting your studies: If you are enrolled in a TAFE NSW Higher Education course you can apply to interrupt your studies. You must submit your application to interrupt your studies prior to the census date of the semester in which you wish to take leave. If you apply to interrupt your studies after census date:
   - you will be liable for the full debt (for subjects enrolled in that semester) if you have taken out a FEE-HELP loan, and/or
   - you will NOT receive a refund if you have paid your tuition fees upfront.

#### INTERNATIONAL STUDENTS

If you withdraw from the course, reduce your course load or suspend your studies your student visa may be affected. You must discuss your withdrawal and its visa and fee impact with your campus International Students Coordinator / Manager before submitting this form. You must also provide any relevant documentation, eg: medical certificate, learning intervention plan, letter of request in support of your application.

FURTHER INFORMATION can be found in the:

- TAFE NSW Higher Education Student Progression, Exclusion and Graduation policy and procedures
- TAFE NSW Higher Education Tuition Fees, Payments, FEE-HELP, Refund and Review policy and procedures
- TAFE NSW Higher Education policies and procedures can be accessed at: https://www.tafensw.edu.au/courses/get-started-at-tafe-nsw/tafe-policies
- Information for International students is at: http://www.studyintafe.edu.au/study/tafe

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**SECTION B – DOMESTIC STUDENTS & INTERNATIONAL STUDENTS:**

This section to be completed by the Course Coordinator.

- Withdrawal noted and discussed with learner.
- Comment (optional) ____________________________________________
- Name ____________________________ Position ____________________________
- Signature ____________________________ Date ____________________________

**SECTION C – DOMESTIC STUDENTS:** This section to be completed by the campus Student Services.

- Refund/FH remittance approved
- *Refund/FH remittance not approved
- *If not approved, provide reason ____________________________________________
- Name of approver ____________________________ Position ____________________________
- Signature of approver ____________________________ Date ____________________________
- The original payment details have been checked.  
  - Refund details entered into system.  
  - Student's record in ebs has been updated.

**SECTION D – INTERNATIONAL STUDENTS:** IMPACT ON VISA REQUIREMENTS AND FEES PAID MUST BE DISCUSSED WITH THE LEARNER.

(i) This section to be completed by the International Students Coordinator/Manager at the campus. Circle whether approved or not approved.

- Withdrawal / Release discussed with learner and approved / not approved.  
  - Suspension / reduction of course load approved / not approved.
- Details ____________________________________________
- Name ____________________________ Position ____________________________
- Signature ____________________________ Date ____________________________

(ii) This section to be completed by the International Admissions Compliance Team.

- TISMS updated
- PRISMS updated
- Name ____________________________ Date ____________________________

(iii) This section to be completed by the International Student Finance Team.

- Refund processed
- Comment / Details ____________________________________________
- Name ____________________________ Date ____________________________

(iv) This section to be completed by campus Student Services.

- Student’s record updated in ebs
- Name ____________________________ Date ____________________________