

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.

You must complete your course within the period of study specified in the TAFE NSW Higher Education Student Progression, Exclusion and Graduation policy and procedures. If you interrupt your studies for more than a total of two years, you may be required to undertake additional study to ensure the currency of your learning. Your course coordinator will be able to advise you of the requirements to complete your course.

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>

Commonwealth Department of Education FEE-HELP Information and FEE-HELP Booklet on the Study Assist website www.studyassist.gov.au &

[http://studyassist.gov.au/sites/studyassist/help-paying-my-fees/fee-help/pages/fee-help-](http://studyassist.gov.au/sites/studyassist/help-paying-my-fees/fee-help/pages/fee-help)

Information for International students is at: <http://www.studyintafe.edu.au/study/tafe>

Office Use Only

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. OR 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

Name _____ Date _____

Comment / Details _____

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

Student's record updated in ebs

Name _____ Date _____