

# WITHDRAWAL APPLICATION FORM for VET FEE-HELP students

**SECTION A: To be completed by learner and returned to the VET FEE-HELP Enrolment Officer at your college of enrolment.**

|                   |   |                  |   |
|-------------------|---|------------------|---|
| Family name       | <input type="text"/>  | First name       | <input type="text"/>  |
| Other name        | <input type="text"/>  | Learner number   | <input type="text"/>  |
| Date of Birth     | <input type="text"/> day <input type="text"/> month <input type="text"/> year | College name     | <input type="text"/>  |
| Postal address    | <input type="text"/>  |                  |   |
|                   | <input type="text"/>  | Postcode         | <input type="text"/>  |
| Course number     | <input type="text"/>  | Course name      | <input type="text"/>  |
| Amount paid       | \$ <input type="text"/>   | Fees paid        | Paid By: Learner <input type="checkbox"/> Other <input type="checkbox"/> <b>If 'Other', please give details below</b> |
| Payer Family name | <input type="text"/>  | Payer First name | <input type="text"/>  |
| Payer address     | <input type="text"/>  |                  |   |
|                   | <input type="text"/>  | Postcode         | <input type="text"/>  |

**Please tick your request/s, complete withdrawal reason and sign below:**

- 1. I wish to withdraw from my course.
- 2. I wish to defer my studies. (Government subsidised students only. See over for details.) Date to resume (if applicable) \_\_\_\_\_
- 3. I wish to withdraw from the unit/s of study listed below on or before the census date. No debt is incurred and refund applies if payment has been made. (In a VET FEE-HELP eligible course, fees are charged by units of study.)
- 4. I wish to withdraw from the unit/s of study listed below after the census date. No refund or removal of debt unless special circumstances apply- see over. NOTE: If you withdraw from a unit of study, but wish to continue your course, you will need to request TAFE NSW in writing to continue/resume your study.

**Withdrawal reason**

**Unit of study details:**

| Unit of study Code | Unit of Study Name | Office Use Only |             |         |
|--------------------|--------------------|-----------------|-------------|---------|
|                    |                    | Start Date      | Census Date | Payment |
|                    |                    |                 |             |         |
|                    |                    |                 |             |         |
|                    |                    |                 |             |         |
|                    |                    |                 |             |         |

**\* Signature of applicant**  Date

**Note 1:** Refunds are to be made to the learner, organisation 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.

**Electronic Payment of Refunds**

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

|              |   |             |   |
|--------------|---|-------------|---|
| Account Name | <input style="width: 100%;" type="text"/> |             |   |
| Bank         | <input style="width: 100%;" type="text"/> | Branch      | <input style="width: 100%;" type="text"/> |
| BSB No.      | <input style="width: 100%;" type="text"/> | Account No. | <input style="width: 100%;" type="text"/> |

**SECTION B: OFFICE USE ONLY**

|   |                                       |  |   |
|---|---------------------------------------|--|---|
| Approved <input type="checkbox"/>   | Not Approved <input type="checkbox"/> | Approval Number <input style="width: 150px;" type="text"/> | Refund Amount \$ <input style="width: 100px;" type="text"/> |
| If not approved, provide reason _____   |                                       |  |   |
| Signature of approver _____   |                                       | Date _____   |   |
| For Credit card payments. Any payments made by Credit Card may be refunded to the original credit card number <b>only</b> . |                                       |  |   |
| Refund details entered into ebs4 <input type="checkbox"/>   | Signed _____                          |  |   |
| Copy forwarded to: Section <input type="checkbox"/>   | Library <input type="checkbox"/>      | Signed _____ Date _____                                    |   |

## Refund/withdrawal information in relation to VET FEE-HELP

Learners who withdraw from a unit of study or a course of study are required to notify their Institute in writing.

1. Learners who have overpaid their fees must be refunded.
2. Learners are not eligible for the refund of incidental fees.
4. Learners enrolled in a course that has been cancelled by the college or Institute must be refunded.
5. Learners who withdraw from a unit of study on or before the census day will receive a refund of their tuition fees if they have paid, or will not incur a debt if they have taken out a VET Student Loan.
6. Learners who withdraw after the census date of a unit of study:
  - will receive no refund of the unit of study fees if they have paid up-front
  - 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.
7. Special Circumstances are listed in the VET FEE-HELP Information student booklet.

Further information, see:

- The VET Student Loans page of the TAFE NSW website <https://www.tafensw.edu.au/vet-student-loans> or
- The VET FEE-HELP page of the Study Assist site ([www.studyassist.gov.au](http://www.studyassist.gov.au)) <https://www.studyassist.gov.au/vet-student-loans/vet-fee-help>

8. You are not eligible for a re-credit or a refund if you have successfully completed the unit of study.

## Deferrals (Government subsidised students)

Learners who are enrolled in a Government subsidised Smart and Skilled training place may defer their studies for a period of up to twelve months. If you do not recommence your studies within the 12 month period, your record will be amended to identify that you have withdrawn and discontinued your studies. Note, deferring your studies may have fee implications in accordance with the Smart and Skilled schedule of fees when you resume. In addition, because Training Package qualifications are frequently updated, we cannot guarantee you a place in the same qualification.

## Learner Privacy Notice

Information collected by the TAFE NSW during a learner's enrolment and attendance will be used for the purposes of general record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Learner information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to the Department of Human Services (Centrelink), the Department of Veterans' Affairs, the Department of Education and Training, the Department of Industry and Science, the Department of Immigration and Border Protection, Transport for NSW, NSW Department of Industry, Skills & Regional Development, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

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