



WITHDRAWAL APPLICATION FORM for VET Student Loans students – 2018

SECTION A: To be completed by learner and returned to the VET Student Loans Enrolment Officer at your college of enrolment or email to (enter email here)

Family name, First name, Other name, Learner number, Date of Birth, College name, Postal address, Postcode, Course number, Course name, Amount paid, Fees paid, Paid By: Learner, Other, Payer Family name, Payer First name, Payer address, Postcode

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

- 1. I wish to withdraw from my course. Last date of class
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. No debt is incurred and refund applies if payment has been made. (In a VET Student Loan 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. 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:

Table with columns: Unit of study Code, Unit of Study Name, Office Use Only (Start Date, Census Day, Payment)

* Signature of applicant, Date

Note 1: Refunds (applicable to payment only) 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, Bank, BSB No., Branch, Account No.

SECTION B: OFFICE USE ONLY

Approved, Not Approved, Approval Number, Refund Amount, Teaching section signature, Date, Signature of approver, Date, Refund details entered into ebs, Signed, Copy forwarded to: Section, Library, Signed, Date

Refund/withdrawal information in relation to VET Student Loans

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 Student Loan Information student booklet.
<http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications>

Further information, see:

- The VET Student Loans page of the TAFE NSW website
<https://www.tafensw.edu.au/vet-student-loans> or
- The VET Student Loan page of the Study Assist site (www.studyassist.gov.au)
<http://studyassist.gov.au/sites/studyassist/vet%20student%20loans/pages/vet%20student%20loans>

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 New South Wales TAFE Commission 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.