

STUDENT WITHDRAWAL FORM

Student Name	
Address	
Phone No.	
Enrolled Qualification	

Please select one (1) of each of the options under the appropriate section below.

VET STUDENTS LOANS		
I wish to withdraw from my course (please select one of the following refund options below)		
<input type="checkbox"/>	Student cancels from the course with <u>30 days or more notice</u>	Full refund (less \$50 cancellation fee)
<input type="checkbox"/>	Student withdraws <u>prior</u> to the applicable scheduled census date	No debt incurred (less \$495 reservation fee)
<input type="checkbox"/>	Student withdraws <u>after</u> the applicable scheduled census date	Full debt incurred

SKILLS FIRST / FULL FEE PAYING		
I wish to withdraw from my course (please select one of the following refund options below)		
<input type="checkbox"/>	Student cancels from the course with <u>30 days or more notice</u>	Full Refund (less \$50 cancellation fee)
<input type="checkbox"/>	Student withdraws with less than 30 days' notice <u>prior</u> to the course start date	Partial Refund (less \$495 reservation fee)
<input type="checkbox"/>	Student withdraws <u>within</u> 2 weeks (full-time) or <u>within</u> 4 weeks (part-time) after the scheduled start date	Partial Refund (less \$495 reservation fee)
<input type="checkbox"/>	Student withdraws within 2 weeks (full-time) or within 4 weeks (part-time) <u>after</u> the scheduled start date	No Refund

BANK ACCOUNT DETAILS - IF REFUND IS APPLICABLE AND APPROVED			
Account Name		BSB	
Banking Institution		Account Number	

Reason for Withdrawal:

Student's Signature: _____

Date: _____

Office use only			
Front office: Date form received: ___/___/___	Staff Member initial: _____	Amount Paid: _____	
Class lists amended <input type="checkbox"/>			
Back office: SV hours claimed <input type="checkbox"/>	VETtrak updated <input type="checkbox"/>	Response letter <input type="checkbox"/>	
Refund (if applicable) \$ _____ <input type="checkbox"/> ACT amended <input type="checkbox"/>			