|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Surname** |  |
| **Student ID** |  | **Date of Birth** |  |
| **Address** |  |
| **Email** |  |
| **Contact Number** |  |
| **Course** |  |

Please select one of the following:

[ ]  I wish to withdraw from my course and all units

[ ]  I wish to withdraw from the following subjects only:

|  |  |  |  |
| --- | --- | --- | --- |
| **National Unit Code** | **Unit Name** | **Claiming Refund Yes/No** | **Lecturer’s Name** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **REASON FOR WITHDRAWAL/REFUND**[ ]  Class cancelled [ ]  Overcharged (if due to concession, attach copy)[ ]  Incorrectly enrolled [ ]  Approved subject exemption or RPL[ ]  Medical reasons (attach medical certificate) [ ]  Transferring to another TAFE[ ]  Transferring from course to another [ ]  Referred by lecturer[ ]  Dissatisfied with course OR other reason (please provide details below) |
|  |
|  |
|  |
|  |
| **Applicants Signature:** |  | **Date:** |  |
| **Parent/Guardian Signature:****Required if student is under 18** |  | **Date:** |  |
| **Receiving Officers Signature** |  | **Date:** |  |

|  |
| --- |
| **FINANCIAL INSTITUTION DETAILS** |
| *If eligible for a refund, payments are made electronically directly to your nominated Bank, Credit Union or Building Society account. A remittance advice containing details of payment will be sent to you. There is no charge to you from the College.*Please provide your bank details below |
| Bank Account Name |  |  |
| BSB Code: |  | - |  |  |
| Bank Account Number: |  |  |
| Bank Name & Address: |  |  |
| Account Holders Signature: |  | Date: |  |
|  |

|  |
| --- |
| **OFFICE USE ONLY** |
| [ ]  Direct Debit made inactive[ ]  Finance advisedVet Fee Help? Yes [ ]  No [ ]

|  |  |  |
| --- | --- | --- |
| **Actual Enrolment Fees** |  | **Refund Calculation** |
| Course fee |  |  | Course fee |  |
| Resource fee: |  |  | Resource fee: |  |
| Other fee: |  |  | Other fee: |  |
| Discretionary fee |  |  | Discretionary fee |  |
| **Total fees** |  |  | **Total fees** |  |

Type of Refund: [ ]  Full [ ]  Part [ ]  Pro Rata (include calculations) [ ]  No refund

|  |  |
| --- | --- |
| Current balance | $ |
| Refund amount | $ |
| New balance | $ |

Fees paid by:  (Fees to be refunded to party that paid them)[ ]  Sponsorship checked day after processing and Adjustment Note sent to AR (if required)[ ]  Withdrawal email sentComments:   Processed by: Date:  |