

Student Withdrawal and Refund Request

Complete all details in Section A and B; Section C is only required if a refund is payable.

SECTION A: CURRENT PERSONAL DETAILS

Student ID	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family Name	<input type="text"/>			Given Name(s)	<input type="text"/>							
Course Code	<input type="text"/>			Campus	<input type="text"/>							
Course Title	<input type="text"/>											

SECTION B: REASON FOR WITHDRAWAL

Please indicate request for withdrawal:

- Withdraw from the course.
- Defer studies and resume on ____/____/____
Students may only defer up to 6 months and only where participation has occurred in the course in the current year
- Withdraw only from the units listed below and remain enrolled in all other units and continue in the course:

Unit Code	Unit Name

Please indicate your reason for this request:

- | | | |
|--|---|---|
| <input type="checkbox"/> Difficulty in course workload | <input type="checkbox"/> Change of mind | <input type="checkbox"/> Gained employment |
| <input type="checkbox"/> Financial difficulty | <input type="checkbox"/> Course does not meet needs | <input type="checkbox"/> Left district |
| <input type="checkbox"/> Health issues | <input type="checkbox"/> Work commitments | <input type="checkbox"/> Enrolled in wrong unit |
| <input type="checkbox"/> Personal issues | <input type="checkbox"/> Family issues | <input type="checkbox"/> Other reasons |

Further details indicating reason for request listed below, if applicable:

Student Signature: Date:

If a student is not able to sign this form the staff member who has had the discussion with the student must complete Section D – see over.

SECTION C: REFUND DETAILS if refund is applicable

Bank Name	<input type="text"/>		
BSB Number	<input type="text"/>	Account Number	<input type="text"/>
Account Name	<input type="text"/>		

WITHDRAWING FROM YOUR STUDIES

- Students that request formal withdrawal from their units or course are required to notify SuniTAFE of their intention.
- Students that have withdrawn from a Victorian government subsidised course are impacted by future training options and eligibility for government training under the *Skills First* program.
- Students that have deferred their studies must ensure they are enrolled again in the deferred course prior to the agreed re-start date to avoid being withdrawn from the course.
- Students that defer studies may be re-tested for eligibility under the *Skills First* program and will be tested for concession eligibility.

FEE REFUNDS

- Information regarding refunds are set out at www.sunitafe.edu.au/about/procedures and www.sunitafe.edu.au/about/policies

PRIVACY

Your personal information will be used and collected as set out in the SuniTAFE Privacy Policy found at www.sunitafe.edu.au

OFFICE USE ONLY	
<input type="checkbox"/>	Section D: must be completed by the staff member that has been in contact with the student requesting the withdrawal where the student has not been able to sign this form.
<input type="checkbox"/>	Section E: must be completed by the Business Delivery Manager where the student has requested a Deferral from the course.
SECTION D: INSTITUTE STAFF MEMBER COMPLETION – IF APPLICABLE	
By signing below, I confirm that in relation to the Student Withdrawal and Refund Request that the student has been provided information detailing the impact on further training options and our Refund of Course Fees Policy:	
<input type="checkbox"/>	I have an email regarding this withdrawal and a copy is attached (<i>email address must be the current email address within SMS</i>)
<input type="checkbox"/>	I have had a conversation with the student via telephone on ___/___/___ at ___ am/pm and full details of the conversation are detailed below supporting the withdrawal request or Student Interview Report is attached:
Staff Name:	<input style="width: 85%;" type="text"/>
Signature:	<input style="width: 85%;" type="text"/>
	Date: <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> / <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> / <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/>

SECTION E: BUSINESS DELIVERY MANAGER DEFERRAL APPROVAL	
<input type="checkbox"/>	Deferral is approved *if approved, the Administration Team will verify prior to finalising the Deferral
<input type="checkbox"/>	Deferral is not approved.
Please provide further information related to the Deferral approval/non-approval, if applicable:	
BDM Name:	<input style="width: 85%;" type="text"/>
Signature:	<input style="width: 85%;" type="text"/>
	Date: <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> / <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> / <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/>
ADMINISTRATION DEFERRAL VERIFICATION	
<input type="checkbox"/>	Deferral can be applied
<input type="checkbox"/>	Deferral cannot be applied
Further information to be related to the Deferral, if applicable:	
Signature:	<input style="width: 85%;" type="text"/>
	Date: <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> / <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> / <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/> <input style="width: 15%; text-align: center;" type="text"/>