APPLICATION FOR WITHDRAWAL OR REFUND (SA013F1)

[Please PRINT]

SURNAME _____ FIRSTNAME: _____

STUDENT ID _____ DATE OF BIRTH _____

ADDRESS: _____

SUBURB _____ POSTCODE _____ TELEPHONE (H) _____

TELEPHONE (W) _____ MOBILE NUMBER: _____

COURSE NUMBER: _____

(Office Use Only) ID card retrieved YES ☐ NO ☐   Vet Fee Help YES ☐ NO ☐

I WISH TO WITHDRAW FROM THE FOLLOWING SUBJECTS: *(Please supply copy of enrolment form)*

ROLL NO	SUBJECT INDEX NUMBER	SUBJECT NAME	CLAIMING REFUND YES/NO	LECTURER'S NAME

REASON FOR WITHDRAWAL / REFUND: *(Tick where appropriate)*

1. Class Cancelled	☐	2. Overcharged (if due to concession, attach copy) ☐
3. Incorrectly enrolled	☐	4. Approved subject exemption ☐
5. Medical reasons (attach medical certificate)	☐	6. Transferring to another TAFE ☐
7. Transferring from one course to another	☐	8. Referred by Lecturer ☐

9. To get a job (complete details below) ☐

Employer: _____

Employers Address: _____

Telephone Number: _____ Your Position: _____

10. Dissatisfied with course OR other reason (please provide details below) ☐

_____

_____

Signature of Applicant: _____ **DATE:** _____

*** If Under 18
Signature of Parent/Guardian: _____ **DATE:** _____

Direct Debit made inactive: ☐   **Finance Advised:** ☐

Signed copy of this form to Applicant: ☐   **DATE:** _____

Receiving Officers Signature: _____ **DATE:** _____

Authorised by: Director Organisational Services
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Issue: 1
Date Last Reviewed: 13 July 2017
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FINANCIAL INSTITUTION DETAILS

If eligible for a refund, payments can be 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 will be no charges to you from the College.

To receive payments by EFT, please fill in the authorisation below.

I _____ *Name* _____ hereby authorise Central Regional TAFE to make direct Credit deposits to the following account:

BSB Code: ___ ___ ___ - ___ ___ ___

Bank Account Number: ___ ___ ___ ___ ___ ___ ___ ___ ___

Your Bank Account Name: _____

Bank Name & Address: _____

Your Signature: _____ Date: _____

OFFICE USE ONLY

Actual Enrolment Fees	
Course fee	
Resource fee:	
Bridging fee:	
Other fee:	
Discretionary fee	
Total fees	

Refund Calculation	
Course fee	
Resource fee:	
Bridging fee:	
Other fee:	
Discretionary fee	
Total fees	

Type of Refund: ☐ Full   ☐ Standard   ☐ Pro-rata (include calculations)   ☐ No refund

Current balance $ _____
Refund amount $ _____
New balance $ _____

Fees paid by: ....
(Fees to be refunded to party that paid them)

Withdrawal code entered: **WN only**

Reason code (please circle one):

ERR	Enrolment in error	PER	Personal reasons
WOJ	Employment related area	APP	Received Apprenticeship (copy of offer letter or training contract provided)
FIN	Financial	ROL	Roll finished/cancelled
ILL	Illness/Medical (medical cert. provided)	NTL	Subject/course not liked
JOB	Job/employment	COT	Transfer to another course
LOC	Location	SBT	Transfer to another subject
OTH	Other	UNI	University place (copy of offer letter provided)

Entered on Withdrawal Register ☐

MPV and/or Adjustment Note sent to ETSCC ☐

Withdrawal letter sent ☐

Comments: ....
....

Processed by: ....   Date: ....

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