



## Application for Withdrawal or Refund Form

<b>First Name</b>		<b>Surname</b>	
<b>Student ID</b>		<b>Date of Birth</b>	
<b>Address</b>			
<b>Email</b>			
<b>Contact Number</b>			
<b>Course</b>			

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

- |  |  |
|--|--|
| <input type="checkbox"/> Class cancelled   | <input type="checkbox"/> Overcharged (if due to concession, attach copy) |
| <input type="checkbox"/> Incorrectly enrolled  | <input type="checkbox"/> Approved subject exemption or RPL               |
| <input type="checkbox"/> Medical reasons (attach medical certificate)                            | <input type="checkbox"/> Transferring to another TAFE                    |
| <input type="checkbox"/> Transferring from course to another                                     | <input type="checkbox"/> Referred by lecturer                            |
| <input type="checkbox"/> Dissatisfied with course OR other reason (please provide details below) |  |

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<b>Applicants Signature:</b>		<b>Date:</b>	
<b>Parent/Guardian Signature:</b> <b>Required if student is under 18</b>		<b>Date:</b>	
<b>Receiving Officers Signature</b>		<b>Date:</b>	

**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 advised
- Vet Fee Help? Yes  No

Actual Enrolment Fees	
Course fee	
Resource fee:	
Other fee:	
Discretionary fee	
<b>Total fees</b>	

Refund Calculation	
Course fee	
Resource fee:	
Other fee:	
Discretionary fee	
<b>Total fees</b>	

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 sent

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