

# Withdrawal Application form for VET Student Loans students - 2018

## SECTION A: to be completed by the students and returned to College administration.

Last name: _____		First name: _____					
Other name: _____							
Date of birth: _____		Student ID: _____					
Postal address: _____							
P/code: _____							
Course number: _____		Course name: _____					
Amount paid: \$ _____		Fees paid/FEE-HELP loan Paid by: Student <input type="checkbox"/> Other <input type="checkbox"/> if 'other' pls give details below					
Payer first name _____		Payer last name: _____					
Payer address: _____							
P/code: _____							
Please tick your request/s, to complete withdrawal reason and sign below:							
<input type="checkbox"/> 1. I wish to withdraw from my course							
<input type="checkbox"/> 2. I wish to withdraw from my Unit/s of Study on or before the administrative date (refund applies if payment has been made)							
<input type="checkbox"/> 3. I wish to withdraw from my Unit/s of Study on or before the census date but after the administrative date (refund applies if payment has been made. 10% cancellation fee applies.)							
<input type="checkbox"/> 4. I wish to withdraw from my Unit/s of Study after the census date. Note: There is no refund or removal of debt unless special circumstance apply (see over).							
Withdrawal reason: _____							
_____							
<b>Unit of study details:</b>							
Unit of study code	Unit of study name	Office Use Only					
		Start date		Census date		Payment	
Signature of student _____		Date _____					
Note 1: refunds are to be made to the student, organisation or third party who originally paid.							
Note 2: For Credit card payments. Any payments made by Credit Card may be refunded to the original credit card number only.							
Electronic Payment of Refunds							
If you prefer this method of payment please provide details of your bank account into which the refund will be directly deposited.							
Account name _____							
Bank _____		Branch _____					
BSB no _____		Account no _____					

## SECTION B: To be completed by ACMUSE Administration

Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approval number _____ Refund amount \$ _____
If not approved, provide reason _____
Signature of approver _____ Date _____
Fro Credit card payments. Any payments made by Credit Card may be refunded to the original credit card number only, Refund details entered <input type="checkbox"/> Signed _____

## Refund/withdrawal information in relation to VET Student Loans

Students who withdraw from a Unit of Study or a Course of Study are required to notify the College in writing.

1. Students who have overpaid their fees must be refunded.
2. Students are not eligible for the refund of incidental fees.
3. Students enrolled in a course that has been cancelled by the College must be refunded.
4. Students who withdraw before the census date will receive a full refund of their tuition fees if they have paid, or will not incur a debt if they have taken out a VET Student loan.
5. Students who withdraw *after* the census date:
  - will receive *no* refund if they have paid up-front
  - will be liable for the *full debt* if they have taken out a VET Student loan
  - will only be eligible for a refund or reversal of their VET Student loan under special circumstances.
6. Special Circumstances are listed in the VET Student Loan Information student booklet.  
<http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications>

Further information:

- VET Student Loan – Refer to ACMUSE VET Student Loan Tuition Fee and Refund Policy.
- VET Student Loan page of the Study Assist site (www.studyassist.gov.au)  
<http://studyassist.gov.au/sites/studyassist/vet%20student%20loans/pages/vet%20student%20loans>

**Note 1:** Refunds are to be made to the student, organisation or third party who originally paid.

**Note 2:** For **Credit card payments**. Any payments made by Credit Card may be refunded to the original credit card number only.

## Student privacy

Information collected by ACMUSE during a student's enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veterans' Affairs, the Commonwealth Department of Education, the Department of Immigration and Border Protection, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research.

While law does not require the provision of the information requested on this form, it is a requirement of ACMUSE and this form will not be accepted if it is not provided.

You may correct your personal details by contacting College administration or by using your Learner Portal.