

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 Other 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:

1. I wish to withdraw from my course
 2. I wish to withdraw from my Unit/s of Study on or before the administrative date (refund applies if payment has been made)
 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.)
 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: _____

Unit of study details:

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 Not Approved 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 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.