



COURSE EXIT CERT I - IV 2015

USE THIS FORM TO EXIT FROM COURSES IN: FOUNDATION, SKILLS CREATION, APPRENTICE/TRAINEE & SKILLS BUILDING

PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Head of School for clearance and authorisation.
3. Go to your campus Library for clearance.
4. Take this form, together with your Student ID card, to the Student Service Centre on your campus, or mail to: Student Admin, Private Bag 2014, Box Hill, VIC 3128

REFUND INFORMATION – Refunds can take 4-6 weeks to process

Government Subsidised Courses (Domestic Students only):

- **Tuition Contribution & Service & Amenity Fees:**
 - Only students who withdraw within four (4) weeks after the official commencement of the course may be eligible for a tuition contribution fee refund and service & amenity fee refund (regardless of payment method). Course Exit forms must be completed and lodged with the Student Service Centre on your campus.
 - Where you are enrolled in more than one government-subsidised course in 2015 with Box Hill Institute, your unit withdrawal may affect the fees you are required to pay for your other government-subsidised course/s.
- **Materials Fee Refunds:**
 - Are up to the discretion of the relevant Head of School. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal).

Fee- for-Service Courses

Domestic Students: Course Fee Refunds are up to the discretion of the relevant Head of School (regardless of payment method).

International Students:

- **International Student Tuition Fee:**
 - This is detailed in the International Student Refund Policy please contact the International Student Office at Elgar Campus Bldg 9 via phone: 9286 9425 or via email: international@boxhill.edu.au.
- **Service & Amenity Fees & Materials Fee Refunds:**
 - Only students who withdraw within four (4) weeks after the official commencement of the course may be eligible for an amenity fee refund.
 - Material Fee refunds are up to the discretion of the relevant Head of School. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal).

All 2015 Fee Refund forms must be lodged by 1st December 2015. Refunds will not be issued in 2016 for any 2015 enrolments.

CENTRELINK

Please Note: If you are in receipt of a government benefit from Centrelink, you must notify Centrelink immediately to advise of your Course Exit.

YOUR PRIVACY

Your personal information will be collected and used for the purposes set out in Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed at www.boxhill.edu.au

STUDENT ID NO. (If known)											
FULL NAME:											
DATE OF BIRTH:	/ /				SEX: (Please tick)		MALE <input type="checkbox"/>		FEMALE <input type="checkbox"/>		
ADDRESS:											
SUBURB:							POSTCODE:				
TELEPHONE:	HOME:						WORK:				
MOBILE:							FAX:				
REFUNDS: (If applicable)	Refund will be sent by cheque to you. Alternatively you may complete bank details below for direct deposit refund. – Refunds can take up to 4 weeks to process										
DIRECT DEPOSIT TO BANK ACCOUNT	BSB Number				Account Number				Account Name		
OR:	Please complete below if you require the refund to be issued to a person / company other than yourself.										
NAME / COMPANY NAME:											
ADDRESS:							POSTCODE:				
COURSE NAME:											
COURSE ID:					DATE OF COURSE EXIT:		/ /				
REASON FOR COURSE EXIT:	<p>PLEASE CIRCLE →</p> <p>A = Transfer to another Institute</p> <p>B = Transfer to a University</p> <p>C = Transfer to another course at Box Hill Institute</p> <p>D = Course Cancelled (Evidence required)</p> <p>E = Gained Employment</p> <p>F = Personal Reasons</p> <p>G = Going Interstate</p> <p>H = Going Overseas</p> <p>J = Work Commitments</p> <p>L = Financial Hardship</p> <p>M = Course did not meet my expectations</p> <p>N = Difficulty meeting course requirements</p> <p>P = Family Commitments</p> <p>S = Sickness</p> <p>W = Withdrawn by Institute – extended absence (No student signature required)</p> <p>Z = Reason Unknown</p> <p>O = Other (Please specify reason)</p>					<p>If you are exiting for Reason C or D please see additional information required below:</p> <p>Reason C Please submit this course exit with enrolment form for new course</p> <p>Reason D</p> <p>School Staff sign to _____ Date: ____/____/____ state course has been cancelled</p>					
<div style="border: 1px solid black; padding: 5px; width: 200px;"> <p>I have a Debit Success Payment Plan contract:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><small>Please Note: refund policy also applies to fees paid via a payment plan.</small></p> </div>											
STUDENT SIGNATURE							DATE	/ /			

(Please turn over)

LIBRARY CLEARANCE

SIGNATURE & STAMP

DATE:

/ /

HEAD OF CENTRE CLEARANCE

- All enrolled units not listed below will be marked WB
- If no units are listed all enrolled units will be marked WB
- All enrolled units with an existing grade will remain unchanged

1 = Semester 1
2 = Semester 2
3 = Full Year

WB = did not attend 1 class or submit any work/participate in this unit
WA = did attend at least 1 class or submitted at least 1 piece of work/
participated in this unit
(MUST INDICATE HOURS ATTENDED/PARTICIPATED UP TO WITHDRAWN
DATE BELOW)

UNIT ID	UNIT NAME	SEM	WA/WB	IF WA HOURS ATTENDED/ PARTICIPATED UP TO WITHDRAWAL DATE	IF WA DATE OF LAST ATTENDANCE/ PARTICIPATION	MATERIAL FEE OR FFS FEE TO BE REFUNDED
1.					___/___/2015	\$
2.					___/___/2015	\$
3.					___/___/2015	\$
4.					___/___/2015	\$
5.					___/___/2015	\$
6.					___/___/2015	\$
7.					___/___/2015	\$
8.					___/___/2015	\$
9.					___/___/2015	\$
10.					___/___/2015	\$

The above course officially started classes on:

/ /

(Form cannot be processed without this date)

Course Teaching Materials fees are to be returned:

NO

YES

If YES, amount:

\$

Retained Course Items fees are to be returned:

NO

YES

If YES, amount:

\$

(GST Inclusive)

Fee-For-Service Course fees are to be returned:

NO

YES

If YES, amount:

\$

Other: Please State

Other amount:

\$

Please ensure that all units for which the student has either attended one class or submitted one assignment are listed above. SCH will be counted for the listed units only.

HOS / HOS
DELEGATE

NAME (PRINT)
SIGNATURE

EXT

DATE

/ /

SMART ENTRY OFFICER (Staff entering this course exit in SMART must check student's refund entitlement & indicate if the student is an Apprentice / Trainee or an International student.)

APPRENTICE / TRAINEE? No ☐ Yes ☐

(Was this student studying in this course as an APPRENTICE or TRAINEE in this course?)

INTERNATIONAL STUDENT? No ☐ Yes ☐ (Was this student an INTERNATIONAL student?)

STAFF: ENTERED IN SMART

SIGN.....

DATE...../...../.....

REFUND ENTITLEMENT?

No ☐

- ☐ Outside 4 weeks deadline
- ☐ Hours still above maximum threshold
- ☐ Other _____

Yes ☐

(If Yes, complete details on right, and then forward to the Student Administration Refunds Officer) →

Tuition

Amenity

Course Teaching Materials (CTM)

Retained Course Items (RCI)

Fee For Service Fee (GST Exempt) (FGN)

Postage Fee (POS)

G.S.T.

Other

REFUNDS OFFICER: (If applicable)

TOTAL REFUND:	\$	RR / SR No:		PROC. BY:		DATE:	
TRANSFERRED VIA ET:	\$	ET No:		PROC. BY:		SOA ISSUED: (if applicable)	
PAYMENT PLAN	\$	P/P Contract:		PROC. BY:		FINACE NOTIFIED BY:	

DELTA OFFICER (if applicable for Apprentice/Trainee Students only) / **STUDENT ADMIN. INTERNATIONAL STUDENT** (International Students Only)

Course Exit recorded in DELTA by:

ISO informed of Course Exit by:

DATE: