



REGISTRAR'S CENTRE – BOX HILL INSTITUTE

COURSE EXIT 2014

COURSE EXIT FOR SKILLS DEEPENING COURSES ONLY (Adv Dip/Dip/Voc. Grad. Cert.)

PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Head of Centre 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 or CANCELLATION OF VET FEE- HELP LOAN INFORMATION -

All 2014 Fee Refund forms must be lodged by 1st December 2014. Refunds will not be issued in 2015 for any 2014 enrolments. Refunds may take 4 - 6 weeks to process.

Government Funded Courses (Domestic Students Only):

- **Tuition Contribution Fee**
- All students exiting from Skills Deepening Courses will only be issued with a refund or cancellation of their VET FEE-HELP loan prior to their unit census dates. 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 2014 with Box Hill Institute, your unit withdrawal prior to census date may affect the fees you are required to pay for your other government-subsidised course/s. Unit Census dates can be viewed at <http://www.bhtafe.edu.au/courses/Pages/VET-FEE-HELP.aspx>
- **Service & Amenity Fees**
 - All Service & Amenity fee refunds will only be issued **prior to your earliest unit census date**. Service & Amenity fees will not be refunded after this date.
- **Material Fee Refunds**
 - Material Fee refunds are up to the discretion of the relevant Head of Centre. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal).

Fee- for-Service Courses

Domestic Students:

- All students exiting from Skills Deepening Courses will only be issued with a refund or cancellation of their VET FEE-HELP loan prior to their unit census dates. Course Exit forms must be completed and lodged with the Student Service Centre on your campus. Unit Census dates can be viewed at <http://www.bhtafe.edu.au/courses/Pages/VET-FEE-HELP.aspx>

International Student Tuition Fee:

- This is detailed in the International Student Refund Policy please contact the International Student Office at Elgar Campus Bldg 9 by phone: 9286 9425 or by email: international@boxhill.edu.au.

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 the Box Hill Institute Privacy Collection Statement – available to be viewed on the Institute's web site 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)		Refunds will be sent by cheque to you. Alternatively you may complete bank details below for direct deposit refund.															
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 B = Transfer to a University C = Transfer to another course at Box Hill Institute D = Course Cancelled E = Gained Employment F = Personal Reasons G = Going Interstate H = Going Overseas J = Work Commitments L = Financial Hardship M = Course did not meet my expectations N = Difficulty meeting course requirements P = Family Commitments S = Sickness W = Withdrawn by Institute – extended absence (No student signature required below) Z = Reason Unknown O = Other (Please specify)</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>Teaching Centre Staff sign to state course has been cancelled Date: ____/____/____</p>															
STUDENT SIGNATURE										DATE		/ /					

(Please turn over)

LIBRARY CLEARANCE

SIGNATURE & STAMP

DATE

/ /

HEAD OF CENTRE CLEARANCE

LIST ALL UNITS FOR WHICH THE STUDENT HAS ATTENDED AT LEAST ONE CLASS OR SUBMITTED AT LEAST ONE ASSIGNMENT:

- 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

The course officially started classes on:

/ /

(Form cannot be processed without this date)

The course officially finished classes on:

/ /

(Form cannot be processed without this date)

UNIT ID	UNIT NAME	SEM	WA/ WB	STANDARD UNIT START DATE (only required if different from course start date spec. above)	STANDARD UNIT FINISH DATE (only required if different from course finish date spec. above)	IF WA DATE OF LAST ATTENDANCE	IF WA HOURS ATTENDED/ PARTICIPATED UP TO W/DRAWN DATE
1.				___/___/2014	___/___/2014	___/___/2014	
2.				___/___/2014	___/___/2014	___/___/2014	
3.				___/___/2014	___/___/2014	___/___/2014	
4.				___/___/2014	___/___/2014	___/___/2014	
5.				___/___/2014	___/___/2014	___/___/2014	
6.				___/___/2014	___/___/2014	___/___/2014	
7.				___/___/2014	___/___/2014	___/___/2014	
8.				___/___/2014	___/___/2014	___/___/2014	
9.				___/___/2014	___/___/2014	___/___/2014	
10.				___/___/2014	___/___/2014	___/___/2014	

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)

Other: Please State

Other amount: \$

**HOC / HOC
DELEGATE**

**NAME (PRINT)
SIGNATURE**

EXT

DATE

/ /

SMART ENTRY OFFICER

(Staff entering this course exit in SMART must check student's refund/VET FEE-HELP entitlement & indicate if the student is an International Student.)

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

STAFF: ENTERED IN SMART

SIGN

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

REFUND/VET FEE-HELP CANCELLATION ENTITLEMENT?

No ☐

☐ Outside all unit census dates
☐ Hours still above maximum threshold
☐ Other _____

Yes ☐

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

Tuition Contribution → Upfront: _____
VFH Loan: _____

Amenity _____

Course Teaching Materials (CTM) _____

Retained Course Items (RCI) _____

Postage Fee (POS) _____

FFS DOMESTIC STUDENTS:

Fee For Service Tuition Fee: → Upfront: _____
VFH Loan: _____

REFUNDS OFFICER: (If applicable)

TOTAL REFUND:	\$	RR / SR NUMBER:		PROCESSED BY:		DATE:	/ /
VET FEE-HELP LOAN CANCELLED	NO <input type="checkbox"/> YES <input type="checkbox"/>	PROCESSED BY:		REDUCED AMOUNT	\$	REMAINING LOAN AMOUNT	\$
TRANSFERRED VIA ET:	\$	ET NUMBER:		PROCESSED BY:		SOA ISSUED: (If applicable)	/ /

INTERNATIONAL STUDENT OFFICER (International students only)

ISO NOTIFIED OF COURSE EXIT BY:

DATE:

/ /