

UNIT WITHDRAWAL - CERTIFICATE I-IV

Use this form to withdraw from units in Cert I-IV courses only.

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. Lodge this form with the Student Service Centre Cashier on your campus, or mail to: Box Hill Institute, Student Administration, Private Bag 2014, Box Hill, VIC 3128

REFUND INFORMATION – Refunds can take up to 4 weeks to process
Government Funded Courses:

Tuition/Amenity Fee Contribution Fees: Only students who withdraw from units within four (4) weeks after the official commencement of the course may be eligible for a tuition contribution fee refund regardless of the individual unit start dates and method of payment. 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. Unit Withdrawal forms must be completed and lodged with the Student Service Centre on your campus within 4 weeks after the commencement of the course.

- **Materials 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

- **Fee for service course fee:** Refunds are up to the discretion of the relevant Head of Teaching Centre.

International students

- Withdrawing from units may affect your student visa. Please contact International Student Services prior to completing this form.
- **Materials 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).

Refunds can take 4-6 weeks to process. 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 Unit Withdrawal.

YOUR PRIVACY

Your personal information will be collected and used for the purposes set out in the Box Hill Institute's Personal Information Privacy Collection Notice – 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)	Refund 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:							
NAME / COMPANY NAME:							
ADDRESS:					POSTCODE:		
COURSE NAME:							
COURSE ID:					DATE OF UNIT WITHDRAWAL:	/	/
STUDENT SIGNATURE					DATE	/	/

LIST ALL UNITS TO BE WITHDRAWN:

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.

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

Please turn over

HEAD OF CENTRE CLEARANCE

The above course officially started classes on: / / (Form cannot be processed without this date)

Course Teaching Materials fees are to be returned:	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	If YES, amount:	\$
Retained Course Items fees are to be returned:	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	If YES, amount:	\$ (GST inclusive)
Fee-For-Service Course fees are to be returned:	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	If YES, amount:	\$
Other: Please State					Amount:	\$

HOC / HOC	NAME (PRINT)		EXT	
DELEGATE	SIGNATURE		DATE	/ /

SMART ENTRY OFFICER (Staff entering this Unit Withdrawal in SMART much check student's refund entitlement)

REFUND ENTITLEMENT?

No <input type="checkbox"/>	<input type="checkbox"/> Outside 4 weeks deadline <input type="checkbox"/> Hours still above maximum threshold <input type="checkbox"/> Other _____	Tuition	<input type="text"/>	Fee For Service Fee (GST Exempt) (FGN)	<input type="text"/>
Yes <input type="checkbox"/>	(If Yes, complete details on right, and then forward to the Student Administration Refunds Officer) →	Amenity	<input type="text"/>	Postage Fee (POS)	<input type="text"/>
		Course Teaching Materials (CTM)	<input type="text"/>	G.S.T.	<input type="text"/>
		Retained Course Items (RCI)	<input type="text"/>	Other	<input type="text"/>

REFUNDS OFFICER: (If applicable)

TOTAL REFUND:	\$	RR / SR NUMBER:		PROCESSED BY:		DATE:	/ /
TRANSFERRED VIA ET:	\$	ET NUMBER:		PROCESSED BY:		DATE:	/ /
PAYMENT PLAN	\$	P/P CONTRACT:		PROCESSED BY:		FINANCE NOTIFIED BY:	

STAFF: ENTERED IN SMART

SIGN:

DATE:/...../.....