



**VET Withdrawal
 Application & Refund
 Request Form 2017**

Submitting this Form

Before submitting this form:

- Ensure you have correctly filled out your Student Details and all other relevant fields
- Sign the Student Declaration

You can submit this form electronically to Broome Courses at broome.courses@nd.edu.au, in person to 88 Guy Street, Broome WA, or by post to:

Broome Courses
 The University of Notre Dame Australia, Broome Campus
 PO Box 2287
 BROOME WA 6725

***** Please Note: Your application for Withdrawal must be received by The University of Notre Dame Australia, Broome Campus on or before the Census date of that semester, if not you are still liable for the fees if withdrawal occurs after the Census Date(s).**

Student Details – This section must be completed in full

Student Identification Number

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Given Name		Surname	
Phone		Mobile	
Email			

Enrolment & Withdrawal Details

Qualification Code			
Qualification Title			
Qualification Commencement Date			
Qualification Withdrawal Date			
Fees Paid		VET Fee Help Loan	<input type="checkbox"/> Yes <input type="checkbox"/> No
		VET Student Loan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address			
Select one of the following options	<input type="checkbox"/> Withdrawal from course <input type="checkbox"/> Withdrawal from units of study on or before census date (no debt incurred or refund given if payment has been made). <input type="checkbox"/> Withdrawal from units of study after census date (no refund given/debt still incurred unless special circumstances apply).		
Reason for withdrawal			



**VET Refund
Request Form 2017**

Please complete the following and submit along with your Withdrawal Form, if you believe you are entitled to a refund (tick one box only). See The University's Refund Policy for full refund details.

Requests for refunds must be lodged within two weeks of the official withdrawal date.

A full refund of fees, at any time during delivery, will be approved if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by the University.

Students who withdraw, and who lodge a withdrawal form before 20% of the way between the commencement and completion dates for the unit will be eligible for a full refund of the course fee for the unit, and:

- a full refund of the Resource Fee if the course is a Diploma; or
- 50% of the Resource Fee if the course is below Diploma level.

You will be advised in writing whether you are eligible for a refund and the amount to be refunded. All refunds will be paid by electronic funds transfer to a bank account nominated by you within 20 working days of receipt of this form.

- I am withdrawing from a Certificate II, III, or IV Qualification.
- I am registered for VET Student Loans/VET FEE-HELP and withdrawing from a Diploma Qualification.
- I am not registered for VET Student Loans/VET FEE-HELP and withdrawing from a Diploma Qualification.
- The University of Notre Dame Australia, Broome Campus has cancelled/postponed the course.
- I was not given a place in the course as a result of the maximum number of places being filled.
- I am requesting consideration for exceptional circumstances. A letter outlining my exceptional circumstances is attached to this application.

Authority to Pay Nominated Recipient – should your refund be granted, you can elect a recipient of the funds

I declare the following nominated recipient below to be the rightful recipient of any refund that may be granted and choose to have my written notification by:

- Email
- Posted letter

Nominated Recipient Given Name		Nominated Recipient Surname	
Postal Address			
Phone		Mobile	
Email			
Student Name		Student Signature	Date

Student Declaration

I acknowledge that:

1. By signing this Withdrawal Application Form, I am still liable for any fees and charges incurred prior to this date. My application for a refund will be assessed and I will be informed in writing of the outcome.
2. Any refund is subject to the return of all property belonging to the University.
3. I will not receive any academic transcripts until all of my outstanding payments have been finalised.

Signature	
Print Name	
Date	

Electronic Funds Transfer Details – please complete, should your refund be granted the funds will go into this account

BSB		Account Number	
Name of Account			
Student Signature		Date	

VET Student Loans/VET FEE-HELP Refund Details – complete for refunds against student VET Student Loans/VET FEE-HELP loan where they have withdrawn before the census date. Provide this information to Senior Fees Officer

Unit Code	Unit Name	Amount Invoiced

Privacy Statement

The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <http://www.nd.edu.au/copyright.shtml#Privacy>.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: Fremantle.Registrar@nd.edu.au

Course Co-Ordinator Use Only

Received by		Date	
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Amount	\$

Office Use Only

Approval by Course Trainer/ Co-ordinator			
Course Trainer/Co-ordinator Signature		Date	
Approval by Deputy HOC			
Deputy HOC Signature		Date	
Results entered into SMS by			
Signature		Date	
Are there any further actions required regarding Fees?	<input type="checkbox"/> Yes, forward to Fees Office	<input type="checkbox"/> No, scan and add to SMS Student Documents & Student Administration File	
Approval by VET Manager			
VET Manager Signature		Date	
Letter Sent to Inform Student of Outcome?	<input type="checkbox"/> Yes; If yes Date	<input type="checkbox"/> No	
Statement of Attainment Issued	<input type="checkbox"/> Yes; If yes Date	<input type="checkbox"/> No	