 

**Booroongen Djugun College**

**RTO ID: 6673**

ABN 79 638 718 552 ACN: 162 957 315

**Withdrawal Form (VET Student Loans)**

**SECTION A: To be completed by the student and returned to College Administration**

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tick the relevant box/es, complete withdrawal reason and sign:**

* I wish to withdraw from my course
* I wish to defer my studies. Return date, if known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I wish to withdraw from my unit/s of study on or before the census date (re-credit applies if  
  payment has been made)
* I wish to withdraw from the unit/s of study listed below after the census. No removal of debt unless special circumstances apply *(*[*see VET Student Information Booklet*](https://www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet)*)*

**Withdrawal reason** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Important - please also read:****Student Obligations Fact Sheet;   
V10 Withdrawal Procedure, and   
V10 Withdrawing from study*

**Unit of study details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Office Use Only** | | | |
| **Unit Code** | **Unit Name** | **Start Date** | **Census Date** | **End Date** | **Payment** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION B: To be completed by College administration**

Approved ❑ Not Approved ❑ Re-credit $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approver’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Refund details entered into student management system ❑ Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 Booroongen Djugun College in writing.

1. Students who have overpaid their fees must be re-credited.

2. Students are not eligible for the refund of incidental fees, if applicable.

3. Students enrolled in a course that has been cancelled by Booroongen Djugun College must be   
re-credited.

4. Students who withdraw before the census date will receive a re-credit of their tuition fees if they have paid, or will not incur a debt.

5. Students who withdraw from a Unit of Study or a Course of Study are required to notify Booroongen Djugun College in writing. Please also complete an eCAF progression form advising of your ‘withdrawn or deferred status’ which will advise the Department that you no longer required your VET Student Loan. Your provider will be able to send you the progression form.

6. Students who withdraw after the census date:

•will receive no refund if they have paid up-front

•will be liable for the full debt

•will only be eligible for a refund or reversal of their VET Student Loan under special circumstances.

7. Special Circumstances are listed in the [*VET Student Information Booklet*](https://www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet).

**Further information:**

• VET Student Loan page of the Study Assist site (<www.studyassist.gov.au>)