

Instructions to Students

- Students MUST fill in their Date of Birth and if under 18 you require a Parent/Guardian signature before the withdrawal/refund will be processed.
- You must submit this form to your teacher for signing before lodging it at a Customer Service Centre.
- To be eligible for a refund you must submit this form within 4 weeks of your course commencement date or within 4 weeks of your scheduled start date (if you are an apprentice/trainee or flexible delivery student) or prior to your first Census Date (if you are accessing a VET Student Loan). Having withdrawn from an approved course or part of an approved course, students with a VET Student Loan must sign a New or Continuing Enrolment form before recommencing study in any approved course.
- Full refunds require surrender of ID Card, settlement of any outstanding loans/fines and LLC clearance.
- If a Refund is required, **Refund Applications will incur an \$80 administration fee.** Please refer to fees and charges brochure available on our website.
- Students enrolled in fee for service Short Courses must submit their withdrawal PRIOR to the first class to be eligible for a refund. Short Course withdrawal applications submitted within five working days prior to the first class will incur a \$40 administration fee.

Staff completing Withdrawal Only

Staff must complete sections A, B, C, ensuring reason for withdrawal, and staff member responsible is captured. This form must be retained in the students' file. Withdrawal only forms DO NOT need to be sent to Student Admin

SECTION A: CURRENT PERSONAL DETAILS

Student ID*		Date of Birth*			/			/					
Family Name*						Given Name(s)*							
Course Code*						Campus							
Course Title*													
Course Start Date		/		/		Course End Date		/		/			

* Mandatory Fields

SECTION B: REASON FOR WITHDRAWAL and/or REFUND

- | | | |
|--|---|---|
| ☐ Full withdrawal from course | ☐ Partial Withdrawal from Course | ☐ Concession card obtained |
| ☐ Course cancelled by Institute | ☐ Student disengaged from study – unable to make contact | |
| ☐ Other: <input type="text"/> | | |

Staff Members Full Name: Date

SECTION C: WITHDRAWAL DETAILS (please attach CRN Selection if there is not enough space below)

- ☐ Student is withdrawing from **all** Modules/Competencies associated with the course noted above
- ☐ Student is withdrawing from **the following** Modules/Competencies associated with the course noted above

Module / Unit of Competency Code	Module / Unit of Competency Name	Complete for Refund only		
		Tuition Refund	Material Refund	Consumable Refund
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

SECTION D: APPROVAL

I confirm that the student has been withdrawn from all relevant modules/units of competencies as outlined above. I authorise any/all material and consumable fees noted above to be refunded to the student.

Director / Education Manager / Operations Manager name

Signature

Director / Education manager / Operations Manager position

Date

SECTION E: PAYMENT DETAILS – PRINT CLEARLY

Bank Name		Branch	
BSB Number		Account Number	
No Credit Card details will be accepted – banking details only			
Account Name			
Email Address (Mandatory for Remittance Advice)			
Current Phone Number			

SECTION F: STUDENT DECLARATION

I declare all the information I have provided on this form to be true and correct and the above to be the rightful recipient of any refund or credit due

Student name			
Student signature		Date	
Parent/Guardian		Date	
(required if under 18 years of age)			

SECTION G: STUDENT ADMINISTRATION USE

	Initial Amount		Amended Amount		Refund/Credit due
Tuition Fees	\$	-	\$	=	\$
Student Services Fees	\$	-	\$	=	\$
Material Fees	\$	-	\$	=	\$
Consumable Fees	\$	-	\$	=	\$
Fee For Service (FFS) Fees	\$	-	\$	=	\$
Part Payment Plan (PPP) Fees	\$	-	\$	=	\$
Other Fees	\$	-	\$	=	\$
			Subtotal	\$	A
	Initial Amount		Payments Made		
Outstanding Fees	\$	-	\$	=	\$ B
			Administrative Fees	\$	C
			Total Refund Due (A-B-C)	\$	

Refund Application Outcome: ☐ **Approved** ☐ **Denied**

Notes: _____

	N/A	YES
Debit success Notified to cancel Part payment Plan direct Debits		
VET FEE-HELP / VET Student Loan void upon withdrawn registration if lodged before census date		
EFT details entered into Banner		
Refund Payment entered into Banner		
Student Administration to forward this form to procurement@kangan.edu.au		

Office use only	Refund processed in Student Management System by		
	Name		
	Signature		Date