REGISTRAR'S CENTRE – BOX HILL INSTITUTE

2019 Leave of Absence
CERTIFICATE I-IV

PLEASE FOLLOW THE INSTRUCTIONS BELOW:
1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Teaching Faculty Operations Manager for clearance and authorisation.
3. The Operations Manager will review this application and forward the outcome to the Registrar, who will notify you in writing. V4 08/2018

REFUND INFORMATION – Refunds can take 4-6 weeks to process

Government Subsidised Courses (Domestic Students only):
Tuition Contribution & Service & Amenity Fees:
- Only students who formally apply for a leave of absence within four (4) weeks after the official commencement of the course may be eligible for a tuition contribution fee refund and service & amenity fee refund (regardless of payment method). Leave of Absence forms must be completed and lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus within this timeframe.
- A student on a payment plan will only be entitled to a refund/reduction of payment plan if they withdraw within the 4 week refund timeframe. The payment plan is still required to be paid for withdrawals after four weeks of commencing the course. The $10 payment plan establishment fee and 4.6% billing fee are non-refundable regardless of the withdrawal timeframe.

Materials Fee Refunds:
- Are up to the discretion of the relevant Head of Faculty. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal)

$75.00 Core Skills Support Fee:
- This fee is non-refundable.

Fee- for-Service Courses
Domestic Students:
- Course Fee Refunds are up to the discretion of the relevant Head of Faculty (regardless of payment method).

International Student Tuition Fee:
- This is detailed in the International Student Refund Policy please contact the International Student Office via email: international@boxhill.edu.au.

Service & Amenity Fees & Materials Fee Refunds:
- Only students who withdraw within four (4) weeks after the official commencement of the course may be eligible for an amenity fee refund.
- Fee refunds are up to the discretion of the relevant Head of Faculty. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal).

CENTRELINK: 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'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** ☐		**FEMALE** ☐	
ADDRESS:							
SUBURB:				**POSTCODE:**			
TELEPHONE:	**HOME:**			**WORK:**			
MOBILE:				**EMAIL:**			

REFUNDS: (If applicable)	Please complete bank details for direct deposit refund.		Bank Name	
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:	

REASON FOR LEAVE OF ABSENCE: (Attach additional information if necessary and keep a copy of all documents for your records).

STUDENT SIGNATURE		**DATE**	/ /

(Please turn over)

LIST ALL UNITS FOR WHICH THE STUDENT HAS ATTENDED AT LEAST ONE CLASS OR SUBMITTED AT LEAST ONE ASSIGNMENT:
• **All enrolled units with an existing grade will remain unchanged**
• **Withdrawn after participation / attendance – claiming hours (WA)**
o EOP in S1 for the unit should add up to the total hours being claimed prior to this form being submitted.
• **Withdrawn no participation / attendance – no claimed hours (WB)**
o No EOP should be in S1 as no hours are being claimed. If EOP has been entered in error it should be removed prior to submitting this form.

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

	UNIT ID	UNIT NAME	WA/ WB	Student Admin Use	IF WA Hours Attended / Participated Up to Withdrawal Date	IF WA Date of Last Attendance / Participation
1.						____/____/19
2.						____/____/19
3.						____/____/19
4.						____/____/19
5.						____/____/19
6.						____/____/19
7.						____/____/19
8.						____/____/19
9.						____/____/19
10.						____/____/19

OPERATIONS MANAGER / DoF DELEGATE CLEARANCE:

(Please note that a Leave of Absence will only be granted for a maximum of 2 semesters)

LEAVE of ABSENCE GRANTED	YES:		NO:		(please tick)

Reason for decision:

Period of leave is applicable:	**FROM:**		**TO:**	

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 Incl)
Fee-For-Service Course Fees are to be returned:	NO		YES		If YES, amount:	$	

Other: Please State _____ Other amount: $ _____

Ops Manager / Dean of Fac	NAME (PRINT)		EXT	
	SIGNATURE		DATE	/ /

S1 ENTRY OFFICER (Staff entering in leave of absence in S1 must check student's refund entitlement.)

REFUND ENTITLEMENT Checked

No ☐
  ☐ Outside 4 weeks deadline
  ☐ Other _____

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

Tuition		FEE for Service Fee (GST Exempt) (FGN)	
Amenity		Postage Fee (POS)	
Course Teaching Materials (CTM)		G.S.T.	
Retained Course Items (RCI)		Other …………………	

REFUNDS OFFICER: (If applicable)

TOTAL REFUND:	$	**S1 REFUND NUMBER:**		**PROCESSED BY:**		**DATE:**	/ /
PAYMENT PLAN	$	**P/P Contract**		**PROCESSED BY:**		**SOA ISSUED:** (If applicable	

Staff entered in S1:		Date:	