BOX HILL INSTITUTE

COURSE EXIT CERT I - IV 2018

USE THIS FORM TO EXIT FROM COURSES IN: FOUNDATION, SKILLS CREATION, APPRENTICE/TRAINEE & SKILLS BUILDING

PLEASE FOLLOW THE INSTRUCTIONS BELOW:
1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Operations Manager for clearance and authorisation.
3. Go to your campus Library for clearance.
4. Take this form, together with your Student ID card, to the Student Service Centre on your campus, or mail to: Student Admin, Private Bag 2014, Box Hill, VIC 3128   V2

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

Government Subsidised Courses (Domestic Students only):
- **Tuition Contribution & Service & Amenity Fees:**
  - Only students who <u>withdraw within four (4) weeks after the official commencement of the course</u> may be eligible for a tuition contribution fee refund and service & amenity fee refund (regardless of payment method). Course Exit forms must be completed and lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus.
  - A student on a Payment Plan will only be entitled to a refund if they withdraw within the 4 week refund timeframe. Otherwise payment plan is still required to be paid.
- **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)
- **Core Skills Support Fee:**
  - This fee is non-refundable regardless of the withdrawal timeframe.

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 Students:
- **International Student Tuition Fee:**
  - This is detailed in the International Student Refund Policy please contact the International Student Office at Elgar Campus Blg 9 via phone: 9286 9425 or 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.
  - Material 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).
  - All 2018 Fee Refund forms must be lodged by 1st December 2018. Refunds will not be issued in 2019 for any 2018 enrolments.

CENTRELINK
Please Note: If you are in receipt of a government benefit from Centrelink, you <u>must notify Centrelink immediately</u> to advise of your Course Exit.

YOUR PRIVACY
Your personal information will be collected and used for the purposes set out in Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed 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:			FAX:	

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:		DATE OF COURSE EXIT: / /

REASON FOR COURSE EXIT:

PLEASE CIRCLE →

I have a Debit Success Payment Plan contract:

☐ Yes
☐ No

Please Note: refund policy also applies to fees paid via a payment plan.

A	=	Transfer to another Institute
B	=	Transfer to a University
C	=	Transfer to another course at Box Hill Institute
D	=	Course Cancelled (Evidence required)
E	=	Gained Employment
F	=	Personal Reasons
G	=	Going Interstate
H	=	Going Overseas
J	=	Work Commitments
L	=	Financial Hardship
M	=	Course did not meet my expectations
N	=	Difficulty meeting course requirements
P	=	Family Commitments
S	=	Sickness
S2	=	Disability support services didn't meet my needs
W	=	Withdrawn by Institute – extended absence
Z	=	Reason Unknown
O	=	Other (Please specify reason)

If you are exiting for Reason C or D please see additional information required below:

Reason C
Please submit this course exit with enrolment form for new course

Reason D

_____ ___/___/___
Faculty Staff sign to   Date:
state course has been cancelled

STUDENT SIGNATURE		DATE	/ /

(Please turn over)

SIGNATURE & STAMP		DATE:	/ /

OPERATIONS MANAGER CLEARANCE

- **All enrolled units not listed below will be marked WB**
- **If no units are listed all enrolled units will be marked WB**
- **All enrolled units with an existing grade will remain unchanged**

1 = Semester 1
2 = Semester 2
3 = Full Year

WB = <u>did not</u> attend 1 class or submit any work/participate in this unit
WA = <u>did attend</u> at least 1 class or submitted at least 1 piece of work/ participated in this unit
(MUST INDICATE HOURS ATTENDED/PARTICIPATED UP TO WITHDRAWN DATE BELOW)

	UNIT ID	UNIT NAME	SEM	WA/WB	IF WA HOURS ATTENDED/ PARTICIPATED UP TO WITHDRAWAL DATE	IF WA DATE OF LAST ATTENDANCE/ PARTICIPATION	MATERIAL FEE OR FFS FEE TO BE REFUNDED
1.						____/____/2018	$
2.						____/____/2018	$
3.						____/____/2018	$
4.						____/____/2018	$
5.						____/____/2018	$
6.						____/____/2018	$
7.						____/____/2018	$
8.						____/____/2018	$
9.						____/____/2018	$
10.						____/____/2018	$

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

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 Inclusive)
Fee-For-Service Course fees are to be returned:	NO	YES	If YES, amount:	$	
Other: Please State _____			Other amount:	$	

Please ensure that all units for which the student has either attended one class or submitted one assignment are listed above. SCH will be counted for the listed units only.

Operations Manager	NAME (PRINT)		EXT	
	SIGNATURE		DATE	/ /

S1 ENTRY OFFICER (Staff entering this course exit in S1 must check student's refund entitlement & indicate if the student is an Apprentice / Trainee or an International student.)

APPRENTICE / TRAINEE? No ☐ Yes ☐
(Was this student studying in this course as an APPRENTICE or TRAINEE in this course?)

INTERNATIONAL STUDENT? No ☐ Yes ☐ (Was this student an INTERNATIONAL student?)

STAFF: ENTERED IN S1
SIGN…………………………
DATE………/………/………

REFUND ENTITLEMENT?

No ☐
☐ Outside 4 weeks deadline
☐ Hours still above maximum threshold
☐ 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 No:		PROC. BY:		DATE:	
TRANSFERRED VIA ET:	$	ET No:		PROC. BY:		SOA ISSUED: (if applicable)	
PAYMENT PLAN	$	P/P Contract:		PROC. BY:		FINACE NOTIFIED BY:	

DELTA OFFICER (if applicable for Apprentice/Trainee Students only) / STUDENT ADMIN. INTERNATIONAL STUDENT (International Students Only)				
Course Exit recorded in DELTA by:		ISO informed of Course Exit by:		DATE: