

COURSE EXIT 2018

COURSE EXIT FOR
DEGREE
COURSES ONLY
 (Bachelor, Associate Degrees, Masters)

PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. Officially complete this application by signing and dating it (below).
2. Go to your relevant Academic Course 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 or CANCELLATION OF FEE- HELP LOAN INFORMATION

Domestic Students:

- **Tuition Contribution Fees**
 - Students exiting from Degree Courses will only be issued with a refund or cancellation of their FEE-HELP loan where official withdrawal occurs **prior** to their unit census dates (regardless of payment method). Official withdrawal is via lodgement of a completed Course Exit form. This must be lodged with the Student Administration Office on your campus. Unit Census dates can be viewed at institute website.
 - Refunds can take 4-6 weeks to process.
- **Service & Amenity Fees**
 - All Service & Amenity fee refunds will only be issued **prior to your earliest unit census date**. Service & Amenity fees will not be refunded after this date.
- **Core Skills Support Fee**
 - This fee is non-refundable regardless of the withdrawal timeframe

International Students:

- **International Student Tuition Fee:**
 - Please contact the International Student Office on +61 3 9286 9425 or email international@boxhill.edu.au for tuition fee refund details.

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 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 <input type="checkbox"/>	FEMALE <input type="checkbox"/>		
ADDRESS:									
SUBURB:					POSTCODE:				
TELEPHONE:	HOME:					WORK:			
MOBILE:					FAX:				
INITIAL FEE METHOD	How did you pay your degree fees at enrolment?					Upfront payment? <input type="checkbox"/>	FEE-HELP Loan? <input type="checkbox"/>		
REFUNDS: (If applicable)	Please complete bank details for direct deposit refund.					Bank Name			
DIRECT DEPOSIT TO BANK ACCOUNT REFUND	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:	A = Transfer to another Institute B = Transfer to a University C = Transfer to another course at Box Hill Institute D = Course Cancelled 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 (No student signature required below) Z = Reason Unknown O = Other (Please specify)					<p>If you are exiting for Reason C or D please see additional information required below:</p> <p>Reason C Please submit this course exit with enrolment form for new course</p> <p>Reason D</p> <p>Teaching Faculty Staff sign to state course has been cancelled</p> <p>_____ Date: / /</p>			
PLEASE CIRCLE →									
I have a Debit Success Payment Plan contract: <input type="checkbox"/> Yes <input type="checkbox"/> No Please Note: refund policy applies to fees paid via a payment plan.									
STUDENT SIGNATURE					DATE	/ /			

LIBRARY CLEARANCE

SIGNATURE & STAMP

DATE

/ /

ACADEMIC COURSE MANAGER CLEARANCE

LIST ALL UNITS FOR WHICH THE STUDENT HAS ATTENDED AT LEAST ONE CLASS OR SUBMITTED AT LEAST ONE ASSIGNMENT:

- 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 = did not attend 1 class or submit any work/participate in this unit
WA = did attend at least 1 class or submitted at least 1 piece of work/participated in this unit

The course officially started classes on:

/ /

(Form cannot be processed without this date)

UNIT ID	UNIT NAME	SEM	WA/ WB	STANDARD UNIT START DATE (only required if different from course start date spec. above)	STANDARD UNIT FINISH DATE	IF WA DATE OF LAST ATTENDANCE	IF WA HOURS ATTENDED/ PARTICIPATED UP TO W/DRAWN DATE
1.				___/___/2018	___/___/2018	___/___/2018	
2.				___/___/2018	___/___/2018	___/___/2018	
3.				___/___/2018	___/___/2018	___/___/2018	
4.				___/___/2018	___/___/2018	___/___/2018	
5.				___/___/2018	___/___/2018	___/___/2018	
6.				___/___/2018	___/___/2018	___/___/2018	
7.				___/___/2018	___/___/2018	___/___/2018	
8.				___/___/2018	___/___/2018	___/___/2018	
9.				___/___/2018	___/___/2018	___/___/2018	
10.				___/___/2018	___/___/2018	___/___/2018	

Course Teaching Materials fees to be returned (INTERNATIONAL STUDENTS):

NO

YES

If YES, amount:

\$

Retained Course Items fees to be returned (INTERNATIONAL STUDENTS):

NO

YES

If YES, amount:

\$

(GST Inclusive)

Other: Please State

Other amount:

\$

Academic

NAME (PRINT)

EXT

Course Manager

SIGNATURE

DATE

/ /

S1 ENTRY OFFICER (Staff entering this course exit in S1 must check student's refund/FEE-HELP entitlement & indicate if the student is an International Student.)

INTERNATIONAL STUDENT?

No

☐

YES

☐

(Was this student an INTERNATIONAL student?)

STAFF: ENTERED IN S1

SIGN

DATE...../...../.....

REFUND/FEE-HELP CANCELLATION ENTITLEMENT?

No

☐☐ Outside all unit census date☐ Other

Yes

☐

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

INTERNATIONAL

Amenity

Course Teaching

Materials (CTM)

Retained Course

Items (RCI)

Retained Course

Items (RCI)

DOMESTIC

Degree Course Fee

Upfront: \$

FEE-HELP: \$

Amenity

\$

Other

REFUNDS OFFICER: (If applicable)

TOTAL REFUND:

\$

S1 Refund
NUMBER:PROCESSED
BY:

DATE:

/ /

FEE-HELP LOAN
CANCELLED:

NO

☐

YES

☐PROCESSED
BY:REDUCED
AMOUNT

\$

REMAINING
LOAN
AMOUNT

\$

TRANSFERRED
VIA ET:

\$

ET
NUMBER:PROCESSED
BY:SOA ISSUED:
(If applicable)

/ /

PAYMENT PLAN

\$

P/P
ContractPROCESSED
BY:FINANCE NOTIFIED
BY:

INTERNATIONAL STUDENT OFFICER (International students only)

ISO NOTIFIED OF COURSE EXIT BY:

DATE:

/ /