Withdrawal & Refund Application

WR

Instructions to Students

1. 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.

2. You must submit this form to your teacher for signing before lodging it at a Customer Service Centre.

3. 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).

4. Full refunds require surrender of ID Card, settlement of any outstanding loans/fines and LLC clearance.

5. If a Refund is required, *Refund Applications will incur an $80 administration fee. Please refer to fees and charges brochure available on our website.*

6. 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* [D][D] / [M][M] / [Y][Y][Y][Y]

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: _____

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

Campuses:
Metropolitan: Broadmeadows, Docklands, Richmond, Moonee Ponds, Essendon
Regional: Bendigo (City and Charleston), BTEC, Castlemaine, Echuca

ABN 74 802 942 886
CRICOS Provider: 01218G   RTO Number: 3077
Form Reference: WR V7   12/2019
FORM ID: FO 016.001.001

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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 [/ /]