Withdrawal form

SECTION A: To be completed by the student and returned to their Training Coordinator

<table>
<thead>
<tr>
<th>First Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Name</td>
<td>Training Venue</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Student ID No.</td>
</tr>
<tr>
<td>Course Code &amp; Course Name</td>
<td></td>
</tr>
<tr>
<td>Amount Paid</td>
<td>$</td>
</tr>
<tr>
<td>Paid by</td>
<td>□ Student □ Other (please give details below)</td>
</tr>
<tr>
<td>Payer First Name</td>
<td>Payer Surname</td>
</tr>
</tbody>
</table>

Please tick your request/s and sign below:

- I wish to withdraw from my Unit/s of Study prior to the course commencement date
- I wish to withdraw from my Unit/s of Study on or before the Census Date but after the Commencement Date
- I wish to withdraw from my Unit/s of Study after the Census Date (No refund unless special circumstances apply)

Reason for withdrawal

Please tick which category best describes your reason for withdrawal (please choose one only):

- Employment
- Family/Relationship
- Financial
- Medical
- Personal
- Change to another institute
- Complaint about the college
- Other – please specify:

Signature of Student: ______________________________ Date: __ __ / __ __ / __ __ __ __

Note 1: Refunds are to be made to the student, organisation or third party who originally paid.
Note 2: Any payments made by credit card may be refunded to the original credit card number only.

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION B: To be completed by the Training Coordinator.

- □ Approved
- □ Not Approved

Refund Amount $ 

If not approved, provide reason

Signature of approver Date: __ __ / __ __ / __ __ __ __
Refund/withdrawal information in relation to VET FEE-HELP

Students are entitled to a refund of their tuition fees under certain circumstances. Below are the conditions relating to refunds.

New Students

- New students who withdraw or vary their enrolment in a course on or before the relevant Census Date or Refund Date, whichever is sooner, will receive a refund of any tuition fees paid in advance for that course. Students must apply for withdrawal or variation of their enrolment in writing using the prescribed form, which is available from the BCA National Training Group (BCA National) website (www.bcanational.com/vet-fee-help) or by contacting our office by phone: 1300 69 35 65. Refunds will be made within 21 days of the application being approved.

- Students who withdraw from their studies after the relevant Census Date or Refund Date will not be eligible for a refund of any tuition fees already paid and/or will incur a VET FEE-HELP* debt for their enrolment in that period, unless special circumstances apply.

- Students who apply for VET FEE-HELP* and withdraw from their study at BCA National on or before the relevant Census Date will not incur a VET FEE-HELP* debt.

*To be eligible for VET FEE-HELP assistance, you must be either an Australian Citizen or Permanent Humanitarian VISA holder. For further information please visit studyassist.gov.au

Re-enrolling Students

- Re-enrolling students who withdraw or vary their enrolment in a course on or before the relevant Census Date or Refund Date, whichever is sooner, will receive a refund of any tuition fees paid in advance for that course. Students must apply for withdrawal or variation of their enrolment in writing using the prescribed form, which is available from the BCA National Training Group (BCA National) website (www.bcanational.com/vet-fee-help) or by contacting our office by phone: 1300 69 35 65. Refunds will be made within 21 days of the application being approved.

- Re-enrolling students who have applied for VET FEE-HELP* and withdraw from their study at BCA National on or before the relevant Census Date will not incur a VET FEE-HELP* debt for the units subject of such withdrawal.

- Re-enrolling students who withdraw from their studies after the relevant Census Date or Refund Date will not be eligible for refund of any tuition fees already paid and/or will incur a VET FEE-HELP* debt for their enrolment in that period, unless special circumstances apply.

More information on refunds, withdrawals and special circumstance applications can be found at http://www.bcanational.com/vet-fee-help/

*To be eligible for VET FEE-HELP assistance, you must be either an Australian Citizen or Permanent Humanitarian VISA holder. For further information please visit studyassist.gov.au

1 Refund date is the date 21 days after commencement of program.

2 Special circumstances are those beyond a student's control, not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal to be considered special circumstances.