

## TECH SKILLS AUSTRALIA VET LOAN WITHDRAWAL APPLICATION FORM

To be completed by learner and return to Tech Skills Australia or email to [info@techskillsau.com.au](mailto:info@techskillsau.com.au)

Family name		First name	
Other Name		USI No.	
Date of Birth			
Postal address			
Course Code		Course Name	
Amount paid by you	\$		

**Please tick your request/s, complete withdrawal reason and sign below:**

a	I wish to withdraw from my course. Last date of class: _____
b	I wish to defer my studies. (Government subsidised students only. See over for details.) Date to resume (if applicable)
c	I wish to withdraw from the unit/s of study listed below on or before the census. No debt is incurred, and refund applies if payment has been made. (In a VET Student Loan eligible course, fees are charged by units of study.)
d	I wish to withdraw from the unit/s of study listed below after the census. No refund or removal of debt unless special circumstances apply
Withdrawal reason	

Details of withdrawal				
Unit Code	Unit Name	Start Date	Census Date	Payment Method

<b>Signature of applicant</b>		<b>Date</b>	
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Electronic Payment of Refunds Option	
Account Name	
Bank Branch	
BSB No. Account No.	

Credit Card Payment Option	
Type of Card, e.g. AMEX, Visa, Mastercard	
Card Number	
Name	

**Note 1:** Refunds (applicable to payment only) are to be made to the learner, organisation or third party who originally paid.

**Note 2:** For **Credit card payments**. Any payments made by Credit Card may be refunded to the original credit card number only.

Office Use Only							
Approved		Not Approved		Approval No.		Amount Refunded	
Signature (Officer who approved)				Date			
Reason for Not approved (if applicable)							

**Refund/withdrawal information in relation to VET Student Loans**

1. Learners who withdraw from a unit of study or a course of study are required to notify their Institute in writing. Learners who have overpaid their fees must be refunded.
2. Learners are not eligible for the refund of incidental fees.
3. Learners enrolled in a course that has been cancelled by the college or Institute must be refunded.
4. Learners who withdraw from a unit of study on or before the census day will receive a refund of their tuition fees if they have paid or will not incur a debt if they have taken out a VET Student Loan.
5. Learners who withdraw after the census date of a unit of study:
  - will receive no refund of the unit of study fees if they have paid up-front
  - will be liable for the full debt for the unit of study if they have taken out a VET Student Loan
  - will only be eligible for a refund or reversal of their VET Student Loan under special circumstances.

Special Circumstances are listed in the VET Student Loan Information student booklet.

<http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications>

6. You are not eligible for a re-credit or a refund if you have successfully completed the unit of study.

**Privacy Notice**

Information collected by Tech Skills Australia during a learner`s enrolment and attendance will be used for the purposes of general record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Learner information will be held securely and disposed of securely when no longer needed.