

## Withdrawal and Interruption Application Form

This form applies to both domestic and international students.

**Please read the information on page 2 before completing this form.**

**Domestic Students:** Complete Section and return the form to our Course Coordinator.

**International students:** Before withdrawing or suspending your studies you must check with the International Customer Experience Coordinator/Manager to ensure compliance with visa requirements. Then complete Section A below and return the form to our Course Coordinator. Applications for international student tuition fee refunds can be made to the TAFE NSW International Finance team once the withdrawal has been actioned.

### Section A

TAFE NSW Student ID	International Student Number
Family name	First name
Date of Birth	Mobile number
Course name	Course code
Campus location	

**Please tick the appropriate boxes and sign below:** (see notes over page for conditions of refunds).

☐ I am a domestic student.

☐ I am an international student and have discussed my intention to withdraw with the International Customer Experience Coordinator/Manager at my campus.

☐ I wish to withdraw from my course/subjects on or before the Census Date\*. Indicate subjects in the table below.

☐ I wish to withdraw from my course/subjects after the Census Date\*. Indicate subject/s in table below.

☐ I wish to interrupt/suspend my studies for a period until:

Reason for request

**Signature of student**

**Date**

Tick which method you paid your tuition fees by:

☐ FEE-HELP Loan

☐ Upfront payment

☐ Combination

☐ International

If your refund is approved provide the bank details to recredit the amount paid

Payer's Last name

Payer's First name

BSB

Account number

**Student to complete**

**Office Use Only (Subject details)**

Subject number	Subject name	Start date	End date	Census date

## Notes

1. Refunds, where approved, are to be made to the student, organisation or third party who originally paid.
2. Any payments that were made by credit card will be refunded to the original credit card number.
3. International students must complete a 'Request for Refund of Fees' form which is available on the TAFE NSW International website.

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Please tell us why you are withdrawing from the course:

The course was different to what I expected

Family/personal reasons impacted my study

I felt unprepared for higher education study

The course did not interest me

I chose to study the same course with another provider

Financial reasons impacted my study

The scheduling of classes has made it difficult to attend

Other (please provide reason)

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## Important Information

**Note:** Withdrawal from your studies deactivates your TAFE NSW student account which means you can no longer access email and OneDrive. Before submitting this withdrawal form please ensure that you forward any important emails from your TAFE NSW student account to your personal account and download any important documents you have stored on your OneDrive.

All students who wish to **withdraw** from a TAFE NSW Higher Education subject or course or who wish to **interrupt/suspend their studies** must complete this form and return it to the Course Coordinator in accordance with the guidelines provided in Section A above. Failure to attend classes is not in itself notification of withdrawal. If you do not complete a Withdrawal/Interruption Form, TAFE NSW Higher Education will assume that you are continuing your studies in all subjects you are currently enrolled in.

This form must be completed regardless of when a student decides to withdraw or interrupt / suspend their studies.

### Domestic students

1. Domestic students who withdraw from a subject *on or before* the Census Date:
  - will not incur a debt if they have taken out a FEE-HELP loan for the subject/s they are withdrawing from, and/or
  - will receive a refund of their tuition fees if they have paid their tuition fees upfront for the subject/s they are withdrawing from.
2. Domestic students who withdraw *after* the Census Date:
  - will be liable for the full debt (for subjects enrolled in prior to withdrawal) if they have taken out a FEE-HELP loan, and/or
  - will NOT receive a refund if they have paid their tuition fees upfront.
3. Domestic students who withdraw *after* the Census Date may be eligible for a refund of tuition fees or reversal of their FEE-HELP loan under special circumstances. Special circumstances are listed in the FEE-HELP Information Booklet and in the TAFE NSW Higher Education Tuition Fees, Payments, FEE-HELP, Refund and Review policy and procedures.
4. Interrupting your studies: If you are enrolled in a TAFE NSW Higher Education course you can apply to interrupt your studies. You must submit your application to interrupt your studies *prior to the census date* of the semester in which you wish to take leave. If you apply to interrupt your studies *after* census date:
  - you will be liable for the full debt (for subjects enrolled in that semester) if you have taken out a FEE-HELP loan, and/or
  - you will NOT receive a refund if you have paid your tuition fees upfront.

You must complete your course within the period of study specified in the TAFE NSW Higher Education Student Progression, Exclusion and Graduation policy and procedures. If you interrupt your studies for more than a total of two years, you may be required to undertake additional study to ensure the currency of your learning. Your course coordinator will be able to advise you of the requirements to complete your course.

### International students

If you withdraw from the course, reduce your course load, or suspend your studies your student visa may be affected. You must discuss your withdrawal and its visa and fee impact with your campus International Customer Experience Coordinator / Manager before submitting this form. You must also provide any relevant documentation, e.g.: medical certificate, learning intervention plan, letter of request in support of your application.

### Further information:

TAFE NSW Higher Education Student Progression, Exclusion and Graduation policy and procedures

[TAFE NSW Higher Education Tuition Fees](#), Payments, FEE-HELP, Refund and Review policy and procedures

[TAFE NSW Higher Education policies and procedures](#)

Commonwealth Department of Education FEE-HELP Information and FEE-HELP Booklet on the [Study Assist website](#) & [Study Assist Website FEE-HELP](#)

Information for International students is on [TAFE NSW website International](#)

## Office use only

### Section B – International Students: Impact on Visa requirements and fees paid must be discussed with the student.

This section to be completed by international customer experience coordinator/manager at the campus:

Withdrawal/Release discussed with student.

Suspension/reduction of course load

Approved

Not approved

Details

Name

Signature

Date

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### Section C – Domestic and international students

This section to be completed by the Course Coordinator

Withdrawal noted and discussed with student.

Comment

Name

Signature

Date

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### Section D – Domestic student refund

This section to be completed by the Student Services

Refund/FH remittance approved.

\*Refund/FH remittance not approved

If not approved, provide reason.

Name

Signature

Date

The original payment details have been checked.

Refund details entered.

Student's record in SMS has been updated.

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### Section E – International student refund

This section to be completed by the International Conversion & Admission team.

TISMS updated.

PRISMS updated.

Refund approved/Not approved.

Name

Signature

Date