

Withdrawal Application Form

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:

1. forward any important emails from your TAFE NSW student account to your personal account.
2. download any important documents you have stored on your OneDrive.

Section A: Student to complete. Please return this form to TAFE NSW as soon as possible.

TAFE NSW Student ID

Family Name

First given name

Date of Birth

Postal address

Postcode

Course Code

Course name

Local Offering (Cal-Occ Code) (office use)

Campus Name

Course Fee Paid \$

Paid by:

Student

Other

If other, please provide details

Payer full name (Company/Individual)

Address

Postcode

I wish to apply for a withdrawal because I am (please tick one and provide reason):

☐ Discontinuing my studies

☐ Transferring to another Training Provider

☐ Reason for discontinuing/transfer:

☐ Staff use only – Staff initiated withdrawal. Customer Contact Form attached/recorded and participation/results finalised.

☐ Reason for Staff Initiated withdrawal:

I wish to apply for a refund/partial refund because (please tick one)

☐ I am withdrawing prior to the course start date (at least five (5) business days prior where course duration is one week or less)

☐ I am withdrawing after course start date (discontinuing studies and have pre-paid future-dated fee instalments)

☐ Other (please specify and attach evidence)

☐ Not applicable

Student signature

Date signed

Note for students: Submitting this application via your TAFE NSW email account, or a personal email account held on your enrolment record, is recognised as your electronic signature.

Section B: Teaching section to complete

Last participation date

Customer Contact Form attached or contact methods recorded in the student management system (evidence of contact for staff-initiated only)

Participation and results finalised in student management system

Staff Name

Staff signature

Date

Section C: Student Services Office Use Only

*Withdrawal effective date (see note 2)

= EBS/PPS Progress Date

Student is refund eligible and Student Fee Refund Form sent?

Yes

No

Withdrawal Reason:

N/A

WDAC

WDBC

Other

Signature of Authorised Officer

Date

forwarded library

Signed

Date

Withdrawal code entered

Signed

Date

Transcript/Employer Report/Withdrawn Award printed

Signed

Date

Withdrawing from your studies

Note 1: Formal notification of your intent to withdraw is by completion of this form. A staff member may also complete this form with supporting evidence of a student's request to withdraw, except where a student becomes disengaged from study without notification.

Note 2: The withdrawal effective date is when TAFE NSW receives your formal withdrawal application.

Note 3: A Fee Notification will be provided to you for any fees that remain outstanding at the time of withdrawal. Where payment is not made by the due date, TAFE NSW may take action to refer the amount to an agency for collection.

Note 4: For nationally-recognised training, a statement of attainment transcript will be issued to you where you have successfully completed at least one unit of competency, where there are no outstanding fees for any course, and where you have provided your validated USI.

Fee Refunds

Eligibility for a refund of your Student Fee or Concession Fee is subject to the [TAFE NSW Enrolment and Student Administration Policy](#). A full refund on withdrawal will be granted where:

- You enrolled in a course/qualification that has been cancelled by TAFE NSW (you will not need to apply for a withdrawal in this circumstance)
- You formally advise the campus of your withdrawal, prior to the Course Start Date. Noting that where the course duration is 1 week or less, you must formally advise the campus of your withdrawal five (5) business days before the Course Start Date.
- You enrolled after the Course Start Date and formally advise the campus of your withdrawal within five (5) business days of enrolment and before attending any classes or engaging in training and education activities.
- For self-paced online courses, you formally withdraw within 14 business days of enrolment and before logging onto the online learning platform.
- You are determined to be eligible for a fee exemption after making a full fee payment.

A partial refund on withdrawal will be granted where:

- You make payment more than the fees for the course, or you are determined to be eligible for a fee concession after making a full fee payment, any amount overpaid will be refunded to you.
- You withdraw from a course after the start date of the course:
 - Any instalment fees paid and due at the date of withdrawal from the course are non-refundable; and
 - A partial refund will be available where you have made fee payments against future-dated instalments due after the date of withdrawal.

Note 7: Refunds are made to the student, organisation or third party who originally paid the relevant fee.

Note 8: There are no refunds for incidental fees after the course start date or logging onto the online learning platform, or provision of equipment or services.

Note 9: Original payment via Credit/Debit Card may require the first six (6) and last four (4) card digits to be obtained at the time the refund is processed. A TAFE NSW Staff member will be in contact with you shortly to securely obtain information related to your Credit/Debit card or bank details if this is required.

Note 10: TAFE NSW will **not ask for your full Credit/Debit card** number at any time.

Student Privacy

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, the Board of Studies Teaching and Education Standards NSW. To meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority). To comply with the National Vocational Education and Training Regulator (Data Provision Requirement) Instrument 2020, student information is provided to the National Centre for Vocational Education Research.

While the provision of the information requested on enrolment is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.