

# VET Withdrawal Application & Refund Request Form (Non VETSL)

## Section A - Application

### Submitting the Form

Complete this form if you do not have a VET Student Loan. Before submitting this form ensure you have correctly filled out your Student Details and all other relevant fields and sign the Student Declaration. You can submit this form electronically to Broome Courses at [broome.courses@nd.edu.au](mailto:broome.courses@nd.edu.au), in person to 88 Guy Street, Broome WA, or by post to Broome Courses, The University of Notre Dame Australia Broome Campus, PO Box 2287, Broome WA 6725.

### Personal Details

Student Name	Student ID
Date of Birth	
Current Postal Address	
Phone Number	Email Address

### Course Details

Qualification Code	Qualification Title
Commencement Date	

### Withdrawal Request

Please tick the box next to your request/s

- I wish to withdraw from my course
- I wish to withdraw from a VET unit(s) of study (complete table below)

The unit(s) of study I wish to withdraw from are:

Unit of Study Code	Unit of Study Name	Administration use only

# VET Withdrawal Application & Refund Request Form (Non VETSL)

The unit(s) of study I wish to withdraw from are:		
Unit of Study Code	Unit of Study Name	Administration use only

Fees outstanding and due at this time are: \$ \_\_\_\_\_

## Reason for Withdrawal

---



---



---



---



---

## Student Declaration

By completing this form, I \_\_\_\_\_ (*name*) understand that I will be withdrawing from my VET course or VET unit(s) of study with the University of Notre Dame Australia.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: Students eligible for a refund must also complete Section B of this form**

# VET Withdrawal Application & Refund Request Form (Non VETSL)

## Office Use Only

- Approved
- Not Approved
- USIQ Units closed/NA

If not approved, provide reason:

---

---

---

---

---

### Approving Officer:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# VET Withdrawal Application & Refund Request Form (Non VETSL)

## Section B - Refund

Please complete the following if you believe you are entitled to a refund (tick one box only). See The University's Refund Policy for full refund details.

Requests for refunds must be lodged within two weeks of the official withdrawal date.

A full refund of fees, at any time during delivery, will be approved if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by the University.

Students who withdraw, and who lodge a withdrawal form prior to the published census date for the course/unit will be eligible for a full refund, and:

- a full refund of the Resource Fee if the course is a Diploma; or
- 50% of the Resource Fee if the course is below Diploma level.

You will be advised in writing whether you are eligible for a refund and the amount to be refunded. All refunds will be paid by electronic funds transfer to a bank account nominated by you within 20 working days of receipt of this form.

- I am withdrawing from a Certificate III or IV Qualification.
- I am withdrawing from a Diploma Qualification.
- The University of Notre Dame Australia, Broome Campus has cancelled/postponed the course.
- I was not given a place in the course as a result of the maximum number of places being filled.
- I am requesting consideration for exceptional circumstances. A letter outlining my exceptional circumstances is attached to this application.

### Payment - Electronic Funds Transfer Details

(please complete, should your refund be granted the funds will go into this account)

Please refund my credit balance of \$\_\_\_\_\_ into bank account:

**Account Name:** \_\_\_\_\_

**Bank and Branch:** \_\_\_\_\_

**BSB:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

# VET Withdrawal Application & Refund Request Form (Non VETSL)

## Student Declaration

I acknowledge that:

1. By signing this Withdrawal Application and Refund Request Form, I am still liable for any fees and charges incurred prior to this date. My application for a refund will be assessed and I will be informed in writing of the outcome.
2. Any refund is subject to the return of all property belonging to the University.
3. I will not receive any academic transcripts until all of my outstanding payments have been finalised.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Privacy Statement

*The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <http://www.nd.edu.au/copyright.shtml#Privacy>.*

*You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: [Fremantle.Registrar@nd.edu.au](mailto:Fremantle.Registrar@nd.edu.au)*

## Office Use Only

### Received by Broome Administration

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### VET Manager

Approved by VET Manager; **OR**

Not Approved by VET Manager

Refund Amount: \$ \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# VET Withdrawal Application & Refund Request Form (Non VETSL)

***Broome Administration to Complete***

***Result entered into SMS***

Yes; ***OR***

No

***Letter sent to student to inform of outcome***

Yes; ***OR***

No

***Statement of Attainment issued***

Yes; ***OR***

No

***Outcome forwarded to Fees Office***

Yes; ***OR***

No