

VET Student Loans Withdrawal Form 2018

VET Student Loans

An Australian Government Initiative



SECTION A: To be completed by the student and returned to Student Administration staff at your campus.

Last Name		First Name	
Other Name		Campus	
Date of Birth	<input type="text"/> day <input type="text"/> month <input type="text"/> <input type="text"/> <input type="text"/> year	Student ID	
Postal Address			
		Postcode	<input type="text"/>
Course Number	<input type="text"/>	Course Name	
Amount Paid	<input type="text"/>	Paid by: Student <input type="checkbox"/> Other <input type="checkbox"/>	If 'Other', please give details below
Payer First Name	<input type="text"/>	Last Name	<input type="text"/>
Payer Address	<input type="text"/>		
	<input type="text"/>		

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

- 1. I wish to withdraw from my course.
- 2. I wish to defer my studies. Return date if known: _____
- 3. I wish to withdraw from my Unit/s of Study on or before the census date (Refund applies if payment has been made).
- 4. 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-see over. NOTE: If you withdraw from a unit of study, but wish to continue your course, you will need to request in writing to STA to continue.

Withdrawal reason

Unit of Study Details:

	Office Use Only					
	Start Date	Admin Date	Census Date	End Date	Payment	Cancellation Fee

* **Signature of student** Date

Note 1: Refunds are to be made to the student, 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.

Electronic Payment of Refunds

If you prefer this method of payment, please provide details of your bank account into which the refund will be directly deposited.

Account Name	<input style="width:100%;" type="text"/>		
Bank	<input style="width:300px;" type="text"/>	Branch	<input style="width:150px;" type="text"/>
BSB No.	<input style="width:300px;" type="text"/>	Account No.	<input style="width:150px;" type="text"/>

SECTION B: To be completed by Administration

Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Approval Number <input style="width:150px;" type="text"/>	Refund Amount	<input style="width:50px;" type="text"/>
				<input style="width:50px;" type="text"/>
				<input style="width:50px;" type="text"/>

If not approved, provide reason _____

Signature of approver _____ Date _____

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

Refund details entered into Job Ready Signed _____

Copy forwarded to: Section Library Signed _____ Date _____

Refund/withdrawal information in relation to VET Student Loans

Students who withdraw from a Unit of Study or a Course of Study are required to notify STA in writing.

1. Students who have overpaid their fees must be refunded.
2. Students are not eligible for the refund of incidental fees.
4. Students enrolled in a course that has been cancelled by STA must be refunded.
5. Students who withdraw before the administrative date will receive a full refund of their tuition fees if they have paid, or will not incur a debt if they have taken out a VET Student Loan.
6. Students who withdraw from a Unit of Study on or before the census date and after the administrative date 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. A Cancellation Fee will be charged.
7. Students who withdraw *after* the census date:
 - will receive *no* refund if they have paid up-front
 - will be liable for the *full debt* 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.
8. *Special Circumstances* are listed in the [VET Student Information Booklet](#).

Further information:

- [VET Student Loan](#) page of the Study Assist site (www.studyassist.gov.au)

Note 1: Refunds are to be made to the student, organisation or third party who originally paid.

Note 2: For **Credit card payments**. Any payments made by Credit Card will only be refunded as a direct payment into a verified bank account.

STUDENT PRIVACY

Information collected by Star Training Academy during a student's enrolment and attendance will be used for the purposes of general student 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 and a student will be informed prior to such disposal taking place.

The information may be disclosed to Centrelink, the Department of Veterans' Affairs, the Commonwealth Department of Education, the Department of Immigration and Border Protection, National Centre for Vocational Education and Research, Office of the Board of Studies and the Australian Skills Quality Authority.

While the provision of the information requested on this form is not required by law, it is a requirement of Star Training and this form will not be accepted if it is not provided.

You may correct your personal details by contacting your Star Training campus administration or by using the Star Training Learner Portal.