



Marr Mooditj Training

VET Student Loan Withdrawal Form

Section A: To be completed by student and returned to the Finance Manager by hand or email.

Given Name: _____ Family name: _____

Other names (if applicable): _____

Date of Birth: _____ Student Number: _____

Address: _____

Course Code: _____ Course Name: _____

Amount paid \$ _____

Fees paid by: Student Other if other, please give details below:

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

- 1. I wish to withdraw from my course. Last date of class: _____
- 2. I wish to defer my studies. Date to resume: _____
- 3. 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).
- 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 Marr Mooditj in writing to continue/resume your study.

Withdrawal reason: _____

Unit of study details:

Student to complete		Office Use only		
Unit of Study Code	Unit of Study Name	Start Date	Census Date	Payment

Signature of applicant: _____ Date: _____



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Please provide details of your bank account into which the refund will be directly deposited.

Account name: _____

BSB No: _____ Account No: _____

Notes:

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

Refund/withdrawal information in relation to VET Student Loans

Students who withdraw from a unit a study or a course of study are required to notify Marr Mooditj in writing.

1. Students who have overpaid their fees must be refunded.
2. Students enrolled in a course that has been cancelled by Marr Mooditj must be refunded.
3. Students who withdraw from a unit of study on or before the census day will receive a refund of their fees if they have paid, or will not incur a debt if they have taken out a VET Student Loan.
4. Students who withdrew after the census date of a unit of study:
 - a. Will receive no refund of the unit of study fees if they have paid up-front
 - b. Will be liable for the full debt for the unit of study if they have taken out a VET Student Loan
 - c. Will only be eligible for a refund or reversal of their VET student Loan under special circumstances.
5. Special Circumstances are listed in the Student handbook.
6. Students are not eligible for a re-credit or a refund if you have successfully completed the unit of study.

Section B: Office use only

Approved Not Approved Refund Amount \$ _____

Signature of approver: _____ Date: _____

If not approved, provide reason: _____

Refund process date: _____