

#### **REGISTRAR'S CENTRE - BOX HILL INSTITUTE**

# 2019 Leave of Absence

# **Diploma Courses and Above**

(Adv Dip/Dip/Voc. Grad. Cert. and Voc. Grad. Diploma + Degrees)

## PLEASE FOLLOW THE INSTRUCTIONS BELOW:

- 1. Officially complete this application by signing and dating it (below).
- 2. Go to your relevant Teaching Faculty Operations Manager for clearance and authorisation.
- 3. The Operations Manager will review this application and forward the outcome to the Registrar, who will notify you in writing.

# REFUND or CANCELLATION OF VET STUDENT LOAN INFORMATION

# Government Funded Courses (Domestic Students Only):

## **Tuition Contribution Fee**

- Only students who formally apply for a leave of absence prior to unit census date will be eligible for a refund/reduction or cancellation of their HELP LOAN. Leave of Absence forms must be completed and officially lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus by unit census date. Unit Census dates can be viewed at Institute website.
- A student on a payment plan will only be entitled to a refund /reduction if they formally apply for a leave of absence e prior to the unit census date. The payment plan is still required to be paid if a leave of absence is requested after unit census dates. The \$10 payment plan establishment fee and 4.6% billing fee are non-refundable.

#### Service & Amenity Fees

 All Service & Amenity fee refunds will only be issued prior to your earliest unit census date. Service & Amenity fees will not be refunded after this date (regardless of payment method).

#### **Material Fee Refunds**

 Material Fee refunds are up to the discretion of the relevant Head of Faculty. (Refund dependent upon time lapsed and materials already purchased/supplied/utilised at time of withdrawal).

## Core Skills Support Fee

This fee is non-refundable.

## Fee- for-Service Courses:

#### **Domestic Students:**

 Only students who formally apply for a leave of absence prior to unit census date will be eligible for a refund/reduction or cancellation of their HELP Loan. Leave of Absence forms must be completed and officially lodged with the Teaching Faculty Operations Manager or Student Service Centre on your campus by unit census date. Unit Census dates can be viewed at Institute website.

### **International Student Tuition Fee:**

• This is detailed in the International Student Refund Policy please contact the International Student Office by email: international@boxhill.edu.au.

**CENTRELINK:** If you are in receipt of a government benefit from Centrelink, you must notify Centrelink immediately to advise of your Course Exit. **YOUR PRIVACY:** Your personal information will be collected and used for the purposes set out in the Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed on the Institute's web site at www.boxhill.edu.au

STUDENT ID NO.  (If known)													
FULL NAME:													
DATE OF BIRTH:		1	ı	SE	X: (Pleas	e tick)	MAL	.E 🗌			FEMAL	E 🔲	
ADDRESS:													
SUBURB:							POST	CODE:					
TELEPHONE:	HOME:					WORK:							
MOBILE:						EMAIL:							
REFUNDS: (If applicable)	Please complete bank details for direct deposit refund.						Bank Name						
DIRECT DEPOSIT TO BANK ACCOUNT	BSB Number		Account Number					Account Name					
OR:	Please co	mplete b	elow if you require	e the	refund to	be issued	d to a p	erson / co	mpan	y other	than yo	ourself.	
NAME / COMPANY NAME:													
ADDRESS:									POST	CODE:			
COURSE NAME:													
COURSE ID:													
REASON FOR LEAVE OF	F ABSENCE:	(Attach a	additional informat	ion if	f necessar	y and kee	р а сор	y of all do	cumer	nts for yo	our reco	ords).	
STUDENT SIGNATURE							DATE			1		1	

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