



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.

V1 01/2020

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 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. <small>(If known)</small>						
FULL NAME:						
DATE OF BIRTH:	/	/	SEX: (Please tick)	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
ADDRESS:						
SUBURB:				POSTCODE:		
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 complete below if you require the refund to be issued to a person / company other than yourself.					
NAME / COMPANY NAME:						
ADDRESS:					POSTCODE:	
COURSE NAME:						
COURSE ID:						
REASON FOR LEAVE OF ABSENCE: (Attach additional information if necessary and keep a copy of all documents for your records).						
STUDENT SIGNATURE			DATE			
			/ /			

LIST ALL UNITS FOR WHICH THE STUDENT HAS ATTENDED AT LEAST ONE CLASS OR SUBMITTED AT LEAST ONE ASSIGNMENT:

- **All enrolled units with an existing grade will remain unchanged**
- **Withdrawn after participation / attendance – claiming hours (WA)**
 - EOP in S1 for the unit should add up to the total hours being claimed prior to this form being submitted.
- **Withdrawn no participation / attendance – no claimed hours (WB)**
 - No EOP should be in S1 as no hours are being claimed. If EOP has been entered in error it should be removed prior to submitting this form.

The course officially started classes on: _____ (Form cannot be processed without this date)

UNIT ID	UNIT NAME	WA/WB	Student Admin Use	IF WA Hours Attended / Participated Up to Withdrawal Date	IF WA Date of Last Attendance / Participation
1.					___/___/20
2.					___/___/20
3.					___/___/20
4.					___/___/20
5.					___/___/20
6.					___/___/20
7.					___/___/20
8.					___/___/20
9.					___/___/20
10.					___/___/20

OPERATIONS MANAGER / DoF DELEGATE CLEARANCE:

(Please note that a Leave of Absence will only be granted for a maximum of 2 semesters)

LEAVE of ABSENCE GRANTED YES: NO: (please tick)

Reason for decision: _____

Period of leave is applicable: FROM: _____ TO: _____

Course Teaching Materials fees are to be returned: NO YES If YES, amount: \$ _____

Retained Course Items fees are to be returned: NO YES If YES, amount: \$ _____ (GST Incl)

Fee-For-Service Course Fees are to be returned: NO YES If YES, amount: \$ _____

Other: Please State _____ Other amount: \$ _____

Ops Manager / Dean of Fac	NAME (PRINT)	EXT
	SIGNATURE	DATE / /

S1 ENTRY OFFICER (Staff entering in leave of absence in S1 must check student's refund/VET Student Loan entitlement.)

REFUND / VET STUDENT LOAN / PAYMENT PLAN CANCELLATION ENTITLEMENT Checked

No Outside all unit census dates
 Other _____

Yes
 (If Yes, complete details on right, and then forward to the Student Administration Refunds Officer) →

Tuition Contribution	Upfront: _____	Postage Fee (POS) _____
	VSL Loan: _____	
Amenity	_____	FFS DOMESTIC STUDENTS:
Course Teaching Materials (CTM)	_____	
Retained Course Items (RCI)	_____	
	Fee For Service Tuition Fee: _____	Upfront: _____
		VSL Loan: _____

REFUNDS OFFICER: (If applicable)

TOTAL REFUND:	\$ _____	S1 REFUND NUMBER:	_____	PROCESSED BY:	_____	DATE:	___/___/___
VET STUD. LOAN CANCELLED	NO <input type="checkbox"/>	YES <input type="checkbox"/>	PROCESSED BY:	_____	REDUCED AMOUNT	\$ _____	_____
PAYMENT PLAN	\$ _____	P/P Contract	_____	PROCESSED BY:	_____	SOA ISSUED: (If applicable)	_____
Staff entered in S1: _____						Date:	_____