

Application to Withdraw from Studies

This form is for students who are seeking to withdraw from a VET Student Loan (VSL) course at Melbourne College of Further Education (MCFE). Please complete ALL sections of this form and email to info@mcfecollege.com.au. Timing is essential to ensure no further VETSL debts are incurred. As long as we receive your request to withdraw before or on your census date, you will not incur the VETSL debt for this unit of study. Please keep a copy of this lodgement, the date this form is emailed/lodged in person constitutes your withdrawal date. Call the office after sending the email to follow up immediately 1300 368 883.

PERSONAL DETAILS

Family/Last Name: _____ Given Name(s): _____

Phone Number: _____ Email: _____

Address: _____

COURSE DETAILS

Course Name: _____ Instructor: _____

Course start date: _____

Has the census date for this Unit of Study/Fee Period passed?

- No** - You will not incur the VETSL debt for this unit of study/fee period and subsequent units of study. Any upfront tuition fees paid for this Unit of Study will be refunded. (Units of study are listed on your timetable if you require further clarification.)
- Yes** - You will still incur the VETSL debt for this unit of study/fee period, but not subsequent units of study. Any upfront tuition fees paid for subsequent Units of Study will be refunded. (Units of study are listed on your timetable if you require further clarification.)

**This does not affect VETSL debt incurred from prior units of study (completed).*

REASON FOR SEEKING A WITHDRAWAL

Please detail your reasons for wishing to cancel your enrolment and attach any supporting documentation.

Type of documentation that might support your application:

- | | |
|---|---|
| <input type="checkbox"/> Letter from student | <input type="checkbox"/> Official letter from Government body |
| <input type="checkbox"/> Offer letter from another Educational Provider | <input type="checkbox"/> Flight itinerary / ticket |
| <input type="checkbox"/> Doctor's certificate | <input type="checkbox"/> Other _____ |

REFUND OF FEES and/or RE-CREDIT OF VETSL DEBT

I wish to seek a refund for course fees paid and a re-credit for VETSL debt incurred. (Note: see MCFE VET Student Loans Refund and Re-Crediting Policy – Appendix to this document).

If you believe that special circumstances apply, and you are seeking a re-credit of your VET Student Loan, please provide details below:

DECLARATION

I declare that the information given on this form is to the best of my knowledge complete and accurate and understand that making a false or misleading statement could lead to prosecution.

I have included all the necessary documentation to support my claim to withdraw. I understand that a lack of documentation could lead to my application being delayed or rejected.

I understand that my application to withdraw from my studies will not be processed until any outstanding fees have been paid.

Signed: _____ Date: ____/____/____

REFUND INFORMATION

Name of account: _____

Bank: _____

BSB Number: |_|_|_|_| – |_|_|_|_|

Account number: |_|_|_|_|_|_|_|_|_|_|_|_|

OFFICE USE ONLY

Date: ____/____/____

Authorised by: _____

MCFE VET Student Loans Refund and Re-Crediting Policy

PURPOSE

To ensure appropriate policy in respect to refund of course fees, or re-crediting a VETSL debt.

POLICY RATIONALE

To provide a consistent and fair process for dealing with requests for refund of course fees, or re-crediting a VETSL debt.

REFUNDS – VET Student Loans Students

Refunds will be provided for upfront tuition fees paid on the following basis:

- The student withdraws before or on the Census Date for a Unit of Study; any upfront Tuition Fees paid for that Unit of Study will be refunded.
- If the student withdraws after the Census Date for a Unit of Study; any upfront Tuition Fees paid for that Unit of Study will not be refunded.

RE-CREDITS – VET Student Loans Students

A Student's FEE-HELP balance can be re-credited under Part 6 of the VET Student Loans Act 2016. A student may apply to MCFE to have their VETSL debt re-credited due to Special Circumstances. Alternatively, the student can apply for the Department of Education to have their VETSL debt re-credited if; MCFE, or a person acting on MCFE's behalf, engaged in unacceptable conduct in relation to the student's application for the VET Student Loan or MCFE has failed to comply with the VET Student Loans Act 2016 or an instrument under the VET Student Loans Act 2016 and the failure has adversely affected the student.

If a student withdraws before or on the Census Date they will not incur the VETSL debt for that Unit of Study and for any further Units of Study. If a student withdraws after the Census Date they will incur the VETSL debt that Unit of Study. If special circumstances apply, they can apply to have that VETSL debt re-credited.

To apply for a VETSL debt re-credit, the student should complete the form "Application to Withdraw from Studies" and specify any special circumstances and provide appropriate evidence.

Special Circumstances as defined as circumstances which are;

- beyond the student's control and
- did not make their full impact on the student until on, or after, the census day for the course, or the part of the course, and
- made it impracticable for the student to complete the requirements for the course, or part of the course, during the student's enrolment.

We will re-credit a student's FEE-HELP balance if

- the student applies to MCFE in writing for the re-credit, and
- the application is made:
 - within 12 months after the Census Date in question, and
- MCFE is satisfied that "special circumstances" prevented, or will prevent, the student from completing the requirements of the course or the part of the course.