

REFUND REQUEST FOR WITHDRAWALS

Please tick (✓) the appropriate boxes.

For the portion of my tuition fees which I paid up-front:-

- I would like a refund (by cheque) **OR**
- I would like a credit (fees held for further study in the next 12 months)

For the portion of my tuition fees paid by FEE-HELP,

- I request that the Fee-Help debt be re-credited.

PLEASE REMEMBER:

It is important that you read your *Fee-Help Information Book* and the refund policy published in the *Certificate and Diploma and Bachelor and Graduate Diploma Handbooks* (available on the Tabor website).

After each Census Date for each module of study, the College will send students who have registered for FEE-HELP as any point in their study a *Commonwealth Assistance Notice*. This notice provides information on the module(s) of study for which you have received FEE-HELP and your FEE-HELP debt, including any loan fee amount you may have incurred for those modules. It is your responsibility to check if the calculation of your FEE-HELP debt is correct. **[Extract - Fee Help Information Book]**

It is your responsibility to follow the correct withdrawal procedures of the College. It is your responsibility to find out about this procedure by contacting the College. You should also keep a copy of your withdrawal form as confirmation that you advised the College of your withdrawal on or before the census date. **[Extracts - Fee-Help Information Book]**

OFFICE USE ONLY

Addition/Withdrawal of Module **APPROVED** **NOT APPROVED**

General Comment: _____

Course Advisor: _____ **Date:** ____/____/____

Deputy Registrar: _____ **Date:** ____/____/____

Refund / re-credit of student's voluntary contribution: **APPROVED** **NOT APPROVED** **N/A**

Removal of FEE-HELP Debt: **APPROVED** **NOT APPROVED** **N/A**

Comment: _____

Business Manager: _____ **Date:** ____/____/____

Deputy Registrar: _____ **Date:** ____/____/____

Module Change Processed Initial _____ Date ____/____/____

Financial Record Updated Initial _____ Date ____/____/____

Letter of Confirmation sent to Student: Initial _____ Date ____/____/____

Note Made in Student Diary: Initial _____ Date ____/____/____

Class Role Updated: Initial _____ Date ____/____/____

Email Lecturer in Charge: Initial _____ Date ____/____/____