



WITHDRAWAL & DEFERRAL APPLICATION FORM for VET Student Loans students

This form is for eligible VET Student Loan students who are withdrawing or deferring from their course or Units of Study (UoS).

SECTION A: To be completed by Student. Please email this form to the administration office info@accu.edu.au

Family name	<input type="text"/>	First name	<input type="text"/>
Other name	<input type="text"/>	Student number	<input type="text"/>
Date of Birth	<input type="text"/> day <input type="text"/> month <input type="text"/> <input type="text"/> <input type="text"/> year	College name	<input type="text"/>
Postal address	<input type="text"/>		Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Course number	<input type="text"/>	Course name	<input type="text"/>
Course Fees	\$ <input type="text"/>	Payment type	<input type="checkbox"/> Self-Paid <input type="checkbox"/> VET Student Loan <input type="checkbox"/> Other - please provide details below
Payer Full Name	<input type="text"/>		(Company/Individual)
Payer address	<input type="text"/>		Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please tick as appropriate, complete withdrawal reason and sign below:

- 1. I am withdrawing from my course. Last participation date: OR no participation:
- 2. I am deferring my studies (Government subsidised students only, see Section D). Date I am intending to resume (if applicable)
Note: Students in receipt of the Commonwealth Government's Skilling for Recovery Job Trainer fee exemption enrolled into a full qualification who experienced study disruptions due to the North Coast floods in 2022 may defer their training for up to twelve months, see Section D.
- 3. I am withdrawing from the Unit/s of Study listed below (for Units of Study where withdrawal is after the census date, there is no refund or removal of debt unless special circumstances apply- see Section C). Note: In a VET Student Loan eligible course, fees are charged by Units of Study.

Withdrawal/Deferral reason

Note: This form is used as notice of withdrawal from a VET Student Loan enrolment and to determine any refund amounts for students who have self-paid and withdrawn prior to the census day. Students who have withdrawn after Census day and are requesting a recredit of their VETSL debt must provide their campus with an 'Application to re-credit a HELP balance' form along with supporting evidence and this withdrawal form, see Section C.

Unit of Study details (or attach copy of Invoice Notice):

Unit of Study (UoS) Code	Unit of Study (UoS) Name	Office Use Only		
		Census Day	*UoS Self-Paid \$	UoS Loan \$
		Total		

**UoS Self-Paid includes UoS fees and any applicable Mandatory Self Payment Amounts (not a loan)*

Student declaration: By signing this form, the applicant confirms that they have read and understood the Withdrawal Refund Information and the Deferral Terms and Conditions as specified in Section C and D of this application (page 2).

Signature of applicant Date: (Withdrawal Effective Date)¹

(or staff member for staff-initiated withdrawals)

(STAFF MEMBER NAME) Last participation date: OR no participation:

Note 1: Refunds (applicable to payment only, not loans) are to be made to the learner, company or third party who originally paid

Note 2: For credit card payments. Any payments made by credit card may be refunded to the original credit card number only

Do not provide credit/debit card details on this form. ACC does not require any credit card/debit details on the form and will hand back and/or destroy any Withdrawal Application Forms that contain credit card/debit card data without processing the payment and a new application will be required to be submitted. If you are eligible for a refund to a credit/debit card, ACC will request the information from you in a separate/secure method, to ensure the security of your credit/debit card details.

¹Withdrawal Effective Date – is when the student notifies ACC of their intention to withdraw or signs the Withdrawal Application Form, see Section C

SECTION B: OFFICE USE ONLY

Recommending Officer	<input type="text"/>	Date	<input type="text"/>	Refund Due (for self-payments only) \$	<input type="text"/>
SIGNATURE of APPROVER (Delegation under 12.3 (b) for	<input type="text"/>	Date	<input type="text"/>	Approved <input type="checkbox"/>	NOT Approved <input type="checkbox"/>
Comments/reason for non-approval (if applicable)	<input type="text"/>				
VSL withdrawal recorded (ebs)	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Refund – ebs adjusted as required	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Transcript/Employer Report/Withdrawn Award Printed	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
Forwarded to: Section Library GovConnect ¹	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
<small>Note 1. Third Party Payment bank details will be verified by GovConnect when processing a refund.</small>					
<u>VSL processes complete</u>	YES <input type="checkbox"/>	Signed	<input type="text"/>	Date	<input type="text"/>
<small>(e.g. provide a recredit proforma to VSL unit) if applicable</small>					

SECTION C - Withdrawal and refund information in relation to VET Student Loans

The following applies to eligible VET Student Loan students who are enrolled in a VET Student Loan approved course:

Students who withdraw from a Unit of Study or a course of study are required to notify their tutor and the ACC administration office in writing.

1. Students enrolled in a course that has been cancelled by ACC will be refunded or the loan remitted (for course fees).
2. Refunds are to be made to the student, company or third party who originally paid the course fees.
3. Students are not eligible for the refund of incidental fees.
4. Original payment via Credit/Debit Card and refund requested to the same card requires the first six (6) and last four (4) card digits to be obtained, at the time the refund is processed. An ACC staff member will be in contact with the student to securely obtain information related to the Credit/Debit card or bank details.
5. ACC will not ask for the full credit card number to be recorded on any documents.
6. Students who withdraw from a Unit of Study on or before the census day will receive a refund of their course fees if they have self-paid, or will not incur a debt if they have taken out a VET Student Loan (includes future Units of Study).
7. Students who withdraw **after** the census day of a Unit of Study:
 - will receive no refund of the Unit of Study fees if they have self-paid,
 - will be liable for the full debt for the Unit of Study if they have taken out a VET Student Loan,
 - will only be eligible for a refund or reversal of their VET Student Loan under 'Special Circumstances'.
8. **Special Circumstances** are listed in the [VET Student Loan Information Student booklet](#). Students must submit a completed [Application to re-credit a HELP Balance](#) form as stipulated under the *VET Student Loans Act 2016*.
9. All decisions to re-credit a HELP balance can only be made in accordance with the requirements of the Act.
10. Requests for re-crediting a HELP balance should be made within 12 months of the census day of the Unit of Study/Part of a Course (unless ACC is satisfied the application could not be made within the time frame because of special circumstances).
11. Students cannot apply for a re-credit if they have successfully completed the course. Students who have not completed the course can apply for a re-credit for Units of Study where the 'Special Circumstances' criteria applies. Further information, see VET Student Loans on the [ACC](#) website or the [Study Assist](#) website.
12. Written notification of the students intent to 'withdraw/discontinue' their studies is either by this form completed by the student, or this form completed by a staff member with supporting evidence of student's request, except where there has been no contact with the student (note14)
13. Withdrawal effective date is when the student notifies ACC of their intention to withdraw, as per note 12.
14. ACC will take action to withdraw students from study where:
 - Students have not demonstrated participation and/or attendance of their study on a regular basis. ACC will attempt contact to determine their status of continuing enrolment or withdrawal from their studies. ACC will assist students to re-commence their studies, however if no response is received within times specified, action will be taken to withdraw/close the enrolment,
 - The student cannot demonstrate competency in all applicable practical/theory/workplace components of study. ACC is under no obligation to offer repeat attempts at a Unit of Competency or continue an enrolment where successful competency is not demonstrated.

SECTION D – Deferral Terms and Conditions (Government subsidised students)

- Deferral is a study option that allows students currently enrolled and participating in Smart and Skilled (including NSW Fee Free) Government subsidised training, to temporarily pause their training and return within a 12-month period from the date the signed Deferral Application Form is received. There is a maximum 12-month period takes into account and includes any previous deferral periods for the same qualification /enrolment.
- Deferrals under the Commonwealth Government's Skilling for Recovery Job Trainer initiative may be considered where:
 - The request is supported by a medical certificate detailing why the medical condition prohibits training, and
 - The request is for a deferral period of no more than six months, and
 - The student has commenced training prior to seeking deferral.
- Deferrals for full-fee paying students may be considered in special circumstances.
- ACC will take action to withdraw an enrolment where a student does not return to training in the specified time. ACC may contact students during the deferral period where determination of study intentions is required.
- A new enrolment for the qualification will be required if the student decides to return to training at a date later than the agreed deferral time. This will include assessment of the Students Fee eligibility status against this new enrolment.
- An enrolment will be closed for the period of deferral, which means an individual is not considered an active/enrolled student during this period.
- A deferred enrolment at ACC may change your eligibility for benefits and allowances from providers such as Centrelink. Students are responsible for notifying Centrelink or other relevant providers of this change in study.
- The Student fee or Concession fee will remain as identified at enrolment and will not change during the period of deferral.
- Any unit/s attempted/not completed within the enrolled qualification at time of deferral will record a withdrawn (WN) result, and the student fee or fee exemption covers this first attempt at these unit/s. When students return to training after deferment, an additional fee for the second attempt at these unit/s applies where the result was a NC, except where the student had a Fee Exemption on basis of Disability
- Students who are in receipt of a **VET Student Loan** are subject to terms and conditions in relation to Units of Study (UoS). These students are required to use the Withdrawal Deferral Application Form (this form) when withdrawing or deferring.
- At the time of deferral, the student fees are to be paid for any outstanding UoS fees. Any remaining UoS will not be payable during the deferral period. Payment of remaining UoS will recommence upon return to training.
- **A deferral application will not be approved where:**
 - Future class scheduling or resourcing is not available within the required time,
 - A student has outstanding UoS fees at the time the deferral application is received,
 - 12 month deferral has previously been used/consumed for the same qualification,
 - The return to study after the deferral will not allow sufficient time for the student to complete the course/qualification requirements before the course/qualification becomes obsolete (that is, within the currency period),
 - A student is enrolled under the Fee-Free Job Trainer initiative, unless deferral is based on medical grounds or is a student affected by the 2022 North Coast flood,
 - A student has not satisfactorily demonstrated engagement and progression through their training, including submission of assessments or tasks in accordance with teacher instruction/notified timeframes,
 - A student has disengaged from training for a period of four (4) weeks or more. When assessing a student's last participation date please note that Semester breaks, and the December/January shut down are not regarded as non-attendance. These periods are not to be considered when assessing a student's last participation date.
- A deferral may be approved in exceptional circumstances on a case-by-case basis where the student has disengaged for more than four (4) weeks with approval from the Head Teacher under the following circumstances:
 - The student has had satisfactory participation in the course/program before disengagement,
 - The Head Teacher deems that the return from the deferral period will be adequate to enable the student to complete the course/program successfully.

NOTE: Where the student is applying for a deferral due to medical conditions, including where this is supported by a Teacher/Consultant of Disabilities, then the period of disengagement can be extended to eight weeks. Exceptional circumstances can be referred for consideration.