Application to Withdraw from a VET Unit of Study and/or cancel enrolment

This form is to be completed by students enrolled at DIBA seeking to cancel their enrolment. Documented evidence supporting circumstances/reasons for seeking cancellation is to be included with this application.

STUDENT DETAILS

Title: _____ Surname: _____Given Name (s): _____

REASONS FOR REQUESTING CANCELLATION OF ENROLMENT

Please outline the circumstances/reasons for seeking cancellation of your enrolment:

_____

_____

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Do you have evidence to support the circumstances/reasons outlined? ☐ Yes ☐ No (If yes, please attach).

Refund Policy

Students who are eligible for VET Student Loan assistance:

In the event of a student withdrawing from a VET Unit of Study on or before the Census Date for that VET Unit of Study:
- 100% of tuition fees paid for that VET Unit of Study will be refunded to the student; and
- The student will not incur a VET Student Loan debt
- The Application Fee ($250) will not be refunded

In the event of a student withdrawing from a VET Unit of Study after the Census Date for that VET Unit of Study:
- no refund is applicable; and/or
- The student will incur a VET Student Loan debt and
- The student will be charged an Early Exit Fee of $500

Students who are not eligible for VET Student Loan assistance

In the event of a student withdrawing from a VET Unit of Study up to 4 weeks prior to receiving course materials or commencing campus classes:
- 90% of tuition fees paid for that unit will be refunded to the student.
- The Application Fee ($250) will not be refunded.

In the event of a student withdrawing from a VET Unit of Study, 2 weeks or more after the commencement date for that unit,
- no refund is applicable
- Early Exit Fee of $500 will be charged

DECLARATION

1. I have read, understood and consent to DIBA's Terms and Conditions of Enrolment in regards to the fee payment and refund policy.

2. I confirm the information provided in this form is true and correct.

Print Name: _____ Student's Signature: _____

Date: ____/____ /____

Address to post SOA (if applicable): _____

Office use only:

To be filed in VT Docs:
☐ Canvas Activity Report for each term (Proof of activity after Census Day)
☐ Attendance Report (proof of attendance after Census Day)
☐ Cancelation of enrolment form + any relevant communications (emails)

Fees via Debit Success or Centrepay:
☐ Sufficient fees paid: then cancelled straight down
☐ Or Balance reduced to settle to cover fees owing

To be completed in Hubspot:
☐ Student moved from "Customer" to "Subscriber"
☐ Student removed from mailing list for current students
☐ Deal amount adjusted & moved to "canceled".
☐ Student removed from "student tracker"/current numbers.

To be completed in Vettrak:

☐ Occurrence enrolment canceled (Finish date = Cancelation date)
☐ Student removed from future classes
☐ Units completed confirmed with Trainer & checked against Canvas
☐ Remove Link from Canvas (LMS)
☐ C3G/HLS: <u>Withdrawn</u> from units started, hours checked.
☐ SOA issued. Get head office to check, email, print and post.
☐ VSL: Course & Units of study completed or withdrawn
☐ Payments recorded against invoice (Invoice showing as fully paid/adjusted if not waiting for any additional $).

Other:
☐ Enrolment forms archived (VSL or C3G/HLS student)
☐ Early exit fee $500.00 paid (if applicable_

Version Control	Date	Reason for Change	Author
V1		Initial Document	
V2 0821	08/2021	Change of Logo – Branding Updated administration checklist	Lilly Chabot
V3	09/2021	Added Refund Policy and Early Exit Fee	Seonaid Boyle