



***For the Attention Of School Administrator**

Upon notification and completion of this form, the student will be notified, in writing, of their eligibility for a refund and the amount by the School Administrator, within 10 working days of receipt of the notification.

Name: _____

Course: _____

Student ID number: _____

Signed: _____

Dated: _____

I wish to have a refund on fees paid in advance on my course. I understand the amount I receive will vary depending on the amount of notice given and any administration costs payable.

I am a full fee paying domestic (AUS/NZ) student

I am a VET Student Loan paying student

I am an International Student

VET Student Loans (if applicable):

I am withdrawing on/before my Census Date I wish to partially withdraw from my course (continuing with my other units), and receive a refund, reduction to my HELP Loan for only the attached units (attach details); OR

I wish to fully withdraw from my course and receive a refund, reduction to my HELP Loan for the above units/course (Note that an administration fee applies); OR

My unit / course has been cancelled by The National and I am entitled to a refund
Authorised by Administrator : _____ Signature: _____

Please note:

Students are advised they may apply to the Secretary for their HELP balance to be re-credited if:

- a. The National Theatre or a person acting on behalf of the National Theatre engaged in unacceptable conduct in relation to the student's application for VSL; or
- b. The National Theatre has failed to comply with the VET Student Loan Act 2016 or part thereof and the failure has adversely affected the student.

Any re-credit applications (under section 71 of the Act), must be made within **5 years** of the census date for the course, or part of the course concerned, or within the period as extended by the Secretary.

Reason For Refund:

To help us improve the student experience please tick at least one of the below withdrawal reasons:

- Attained employment
- Didn't like or enjoy the course
- Doesn't align with career aspirations
- Not ready to commence
- Financial stress
- Family related issues
- Injury or illness Study/work/life balance
- Visa denied
- Other - please state _____

Admin Use:

Date Received:

Director informed: Yes/No Date: Meeting Arranged: Yes/No

Financial System Updated:

Exit Interview Arranged:

Deferment Approved: Yes/No Date: Evidence Supplied: Yes/No

Refund Approved By: Date Issued:

Statement of Attainment Issued:

Notes: