



Withdrawal and Deferral Application Form for VET Student Loans students – 2022

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 return this form to student administration using vsl@signaturetraining.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"/> year	RTO name	<input type="text"/>
Postal address	<input type="text"/>		Postcode <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"/>

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

1. I am withdrawing from my course. Last participation date:
2. I am deferring my studies (Government subsidised students only, see Section D). Date I am intending to resume (if applicable)
3. I am withdrawing from the Unit/s of Study listed below (for UOS 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of withdrawal from a VET Student Loan enrolment and to determine any refund amounts for students who have self-paid and withdrawn prior to the census day. Students who have withdrawn after Census day and are requesting a recredit of their VETSL debt must provide Signature Training with an 'Application to re-credit a HELP balance' form along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 Code	Unit of Study 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:

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. Signature Training 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, Signature Training 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 Signature Training of their intention to withdraw or signs the Withdrawal Application Form, see Section C.

Student Privacy – For further information refer to [Signature Training Privacy Policy](#).



SECTION B: OFFICE USE ONLY

Recommending Officer	<input type="text"/>	Date		Refund Due (for self-payments only) \$	<input type="text"/>
SIGNATURE of APPROVER	<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 code applied	<input type="checkbox"/>	YES	Signed	<input type="text"/>	Date <input type="text"/>
Refund – adjusted as required	<input type="checkbox"/>	YES	Signed	<input type="text"/>	Date <input type="text"/>
Transcript/Employer Report/Withdrawn Award Printed	<input type="checkbox"/>	YES	Signed	<input type="text"/>	Date <input type="text"/>

Parramatta Campus

Suite 1, 191 Church Street Parramatta NSW 2150

Camellia Campus

Suite 2C L1, 1C Grand Avenue Camellia NSW 2142

International Students

info@stc.edu.au

1-800-STC-EDU (1800-782-338)

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Domestic Students

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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 Signature Training in writing.

1. Students enrolled in a course that has been cancelled by Signature Training 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. A Signature Training staff member will be in contact with the student to securely obtain information related to the Credit/Debit card or bank details.
5. Signature Training 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 UOS).
7. Students who withdraw **after** the census day of a Unit of Study:
 - will receive no refund of the UOS fees if they have self-paid.
 - will be liable for the full debt for the UOS 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 Loans information booklet](#).
9. Students must submit a completed *Application to Recredit HELP Balance* form as stipulated under the *VET Student Loans Act 2016*. The form can be found at [VET Student Loans - Signature Training](#).
10. All decisions to re-credit a HELP balance can only be made in accordance with the requirements of the Act.
11. Requests for re-crediting a HELP balance should be made within 12 months of the census day (unless Signature Training is satisfied the application could not be made within the time frame because of special circumstances)
12. 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 UOS where the 'Special Circumstances' criteria applies. Further information, see VET Student Loans on the [Signature Training website](#) or the [Study Assist](#) website.
13. Written notification of the student's 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, as per note 14.
14. Withdrawal effective date is when the student notifies Signature Training of their intention to withdraw, as per note 12.
15. Signature Training will take action to withdraw students from study where:
 - Students have not demonstrated participation and/or attendance of their study on a regular basis. Signature Training will attempt contact to determine their status of continuing enrolment or withdrawal from their studies. Signature Training 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. Signature Training is under no obligation to offer repeat attempts at a UOS or continue an enrolment where successful competency is not demonstrated.

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SECTION D – Deferral Terms and Conditions

- 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 timeframe.
- As the deferred enrolment is not an active participation in training, this status will likely impact benefits and allowances from providers such as Centrelink. Students are responsible for notifying Centrelink or any other relevant providers of their change in circumstances.
- Any unit/s attempted/not completed within the enrolled qualification at time of deferral will record a withdrawn 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.
- Students who are in receipt of a VET Student Loan are subject to terms and conditions in relation to UOS. Students are encouraged to speak with their student administration to obtain further information.
- 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 timeframe.
- 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/enrolment.
- 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 has not satisfactorily demonstrated engagement and progression through their training, including submission of assessments or tasks in accordance with teacher instruction/permissible timeframes.
- A student has disengaged from training for a period of one month or more.

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