



Nature Care College

ABN 77 105 282 264

Notification of Withdrawal Form

This form is to be completed if you are withdrawing from Unit(s) of Study (subjects) and/or Course(s) of Study (Qualifications).

Alternative options to withdrawing: Prior to withdrawing if you would like assistance to continue with your studies please contact Student and Learning Services for an appointment.

Date: _____

Name: _____ Student ID: _____

Signature: _____

SECTION 1:

I wish to withdraw from the following unit(s) of study

Unit of Study Code	Unit of study Name

SECTION 2:

I wish to withdraw from the following Course(s) of Study (Qualifications)

I wish to defer from the following Course(s) of Study (Qualifications)

Upon completion of a college Term you can apply to defer your course of study for a period of up to one (1) year. There is no monetary action on deferments; it is policy to defer the course of study only.

We value your feedback and would therefore like the opportunity to ask the reason for your withdrawal

- Withdrawing due to personal circumstances
- Withdrawing due to work commitments
- Withdrawing due to financial reasons
- Withdrawing due to transferring to another education provider

Optional your comments:

SECTION 3:

Enrolment Terms and Conditions for VET FEE-HELP Enabled Courses

Refund/Withdrawal Policy:

- Advice of withdrawals must be in writing to Nature Care College
- Students who withdraw from a unit of study or course on or before the census date will be withdrawn without penalty and will not incur a VET FEE-HELP debt, any fees paid for the unit of study will be refunded.
- Students who withdraw from a unit of study or course after the end of the census date will incur a VET FEE-HELP debt and/or be invoiced and payable for the full unit of study tuition fee.

How to apply for special circumstances to have your FEE-HELP balance re-credited

If after the end of the census date you become seriously ill or have other special circumstances you may apply to NCC to have your FEE-HELP balance re-credited. If your FEE-HELP balance is re-credited any VET FEE-HELP debt you have incurred for that unit of study or course will be removed and any upfront fees paid will be refunded.

You must submit your application in writing with supporting documentation for example doctor or practitioner certificate within 12 months of your withdrawal. NCC will review applications promptly and will notify the student of the decision in writing within one month of receiving the application. NCC will advise the student of their rights for a review of the decision if the student is unsatisfied with the outcome. The student will be advised that the time limit for applying for a review is 28 days from the day the applicant first received notice of the decision

What reasons are considered special circumstances?

- **Beyond the student's control:**
 - Circumstances could be considered beyond a person's control if a situation occurs that a reasonable person would consider is not due to the person's action or in-action, either direct or indirect, and for which the person is not responsible.
 - This situation would generally be expected to be unusual, uncommon or abnormal
 - For example, lack of knowledge of how VET FEE-HELP works or the requirements regarding census dates would not be considered beyond a person's control or a persons incapacity to repay a HELP debt, as repayments are income contingent
- **Did not make their full impact on the person until on, or after the census date:**
 - Persons circumstances occurred before the census date but worsen after that day
 - Before census date, but the full effect or magnitude does not become apparent until after that day; or on or after the census date
- **Made it impractical for the person to complete the requirements for the unit in the period during which the student undertook, or was to undertake the unit.**
 - Medical circumstances where a persons medical condition has changed to such an extent that he or she is unable to continue studying
 - Family/personal circumstances for example death or severe medical problems or unforeseen family financial difficulties, so that it is unreasonable to expect a person to continue studies
 - Employment related circumstances; For example where a person's employment status or arrangements have changed so that the person is unable to continue his or her studies and this change is beyond the persons control

I am withdrawing (tick appropriate box)

Before Census Date:

You will be withdrawn from the unit of study or course and a full financial credit is granted. If you are accessing VET FEE HELP within 28 days of the census date NCC will issue you with a Commonwealth Assistance Notice (CAN). An email will be sent to you once this application form has been processed.

After Census Date:

The full unit of study tuition fee is payable and a 'Fail Did not Sit' is recorded on your Statement of Academic Record. An email will be sent to you once this application form as been processed.

I am applying for Special Circumstances:

Check list:

I have attached letter stating the reason for applying for special circumstances with supporting documentation

I will be forwarding an email/letter applying for special circumstances with supporting documentation at a later date within the specified time frame

SECTION 4:

Enrolment Terms and Conditions for Non VET FEE-HELP Enabled Courses, Short Course and Continuing Professional Education Courses

Cancellation/Withdrawal Policy: Course credits can be granted for course fees paid, less a **\$40** administration fee per unit of study provided advice of withdrawal is received in writing prior to the commencement of Term (i.e. before Monday of Week 1 of Term), or ONE (1) week prior to an Intensive or Workshop. We cannot accept responsibility for changes in your personal circumstances or work commitments which occur after the commencement of your course. Any fees outstanding are still due and payable.

Before Term: \$40 Admin Fee *A \$40 cancellation withdrawal fee per unit of study is deducted from the deposit and the balance is held in credit and may be used towards the cost of any Nature Care course within the next twelve months. An email will be sent to you confirming your course credit.*

After Commencement of Term *Your academic record will be updated to reflect that you have withdrawn. However after the commencement of term you are not eligible to receive a course credit, as stated on the Enrolment Terms and Conditions.*

Office Use Only:

If Student and Learning Services has completed this notification form on behalf of a student please circle how notification of withdrawal was advised *Via Phone ☎* *In Person 😊*

Staff Member Name: _____
(Signature)

(Date)