VET Student Loans Withdrawal Form

By completing and submitting the VET Student Loans Withdrawal Form* you (the student) will discontinue the Course of Study or Unit/s of Study with Benchmark College and will need to re-apply for admission to study in the future.

Please note: to avoid incurring a VET Student Loan debt you must withdraw from a Unit of Study **on or before the census day**.

The date VET Student Loans Withdrawal Form* is received by Benchmark College is the date you are deemed to have withdrawn from the Course of Study or Unit/s of Study.

VET Student Loans Withdrawal Form or an email or letter of intention to withdraw.

Personal Details

Student Name:		**Date of Birth:**	
CHESSN:			
Email:			
Address:			
Phone:			

Please tick your request/s

☐ I wish to withdraw from my Course of Study

☐ I wish to withdraw from my Unit/s of Study

If applying for special circumstances for incurred debt to be re-credited after the census date, you must be able to provide supporting documentation with this application.

Special circumstances are circumstances that include one or more of the following[1]:

- medical circumstances of the student;
- circumstances that relate to the student personally or to the student's family;
- circumstances relating to the student's employment.

Withdrawal Details

VET Course (Qualification) Code and Name

VET Unit of Study	Office Use Only		
	Start Date	**Census Day**	**Upfront Fees Paid**

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[1] VET Student Loans Rules 2016, Part 8, Division 1 – 146 (1)

VET Student Loans Withdrawal Form

I understand that:

- by completing and signing this form I will discontinue my enrolment in the course or unit/s of study specified in this form and that, I will need to re-enrol in the unit/s to complete these.

- should I wish to re-enrol in the unit/s of study or enrol in subsequent unit/s of study **after my withdrawal**, I must contact Benchmark College and complete a new application form.

I declare the information I have given on this application is correct. Please amend my records to show that I am withdrawing as indicated above.

Student Signature:	
Date:	

_____

OFFICE USE ONLY:

Date received:	
Received by (staff name):	

Amend student management system:

☐   Withdrawn without penalty

☐   Failed

Additional notes (if applicable):