

Withdrawal Form

Who should complete this form

This *Withdrawal Form* is for students who are currently enrolled and wish to withdraw from a course or specific unit(s) within a course of study at AIE Institute. Please refer to the [Admissions Policy and Procedure](#) for details on withdrawing from a course. All relevant sections of this form must be completed in full and should be accompanied by all relevant supporting documentation. Students can hand in the documents to Reception or email the documents to administration@aieinstitute.com.au.

Refund eligibility

Students that withdraw on or before the census date for a unit of study will receive a refund of the tuition fees paid for the unit of study.

Students incur a debt for each unit immediately after the census date for that unit. Students can access a refund of their tuition fees under special circumstances, which are outlined in the [Refund Policy and Procedure Domestic Students](#) and [Refund Policy and Procedure International Students](#).

Refunds granted under special circumstances

Special circumstances may include circumstances that:

- a. Were beyond the student's control, which is reasonably considered as not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible and:
 - I. Were unusual for the student
 - II. Made it impractical for the student to complete the requirements of the unit in the period during which the person undertook, or was to undertake, the unit
 - III. Did not occur until on or after the Census Date for the unit/s
 - IV. Where the circumstances occurred or existed before the Census Date, worsened or changed, such that their full effect was not apparent to the student until after that date.
- b. Did not make their full impact on the person until on or after the census date for the unit of study in question, and
- c. Would make it impractical for a student to complete the requirements of the course/s and may include (but are not limited to):
 - I. Medical circumstances that have changed to such an extent that the student is unable to continue studying, or new medical circumstances arose
 - II. Family/personal circumstances such as death, significant medical issues, unforeseen financial difficulties, or other circumstances that are unreasonable to expect a person to continue their studies
 - III. Employment related circumstances in which the employment status or arrangements have changed so that the student is unable to continue their studies and this change is beyond their control
 - IV. Course related circumstances where AIE Institute has changed the unit offered, and the student is disadvantaged by either not being able to complete the unit, or not being given credit towards other units or courses
 - V. Extenuating circumstances of reasonable significance that interfere with the student's ability to meet a course's requirements. For example, carers' responsibilities, legal commitments, military service, accidents or natural disasters.

Special circumstances do not include:

- d. Lack of knowledge or understanding of this policy or government legislation
- e. Failure to follow correct procedures
- f. Academic ability that was less than expected.

Applications submitted due to 'special circumstances' must be received by AIE Institute within 12 months of the student's 'withdrawal date' for a unit or the end of the period in which the unit was to be undertaken. If it is deemed not possible to apply for a refund due to 'special circumstances' within the 12-month period, this 12-month period may be extended. Approved refunds are made within 28 days of receipt of a complete Application for Refund Form. Incomplete forms or applications may cause delays in processing refunds.

Supporting documentation (not required for students who withdraw on or before the census date)

Students should ensure that their supporting documentation complies with AIE Institute's requirements and is:

- a. In English, or has been translated and certified as an official translation from an official authority
- a. An original document or certified by a Justice of the Peace or equivalent
- b. An original medical certificate that details the condition where medical circumstances apply
- c. A statutory declaration, where relevant
- d. A detailed account of the circumstances or events that are relevant to the application, including specific dates, and demonstrates how it meets the Special Circumstances section of this form
- e. A true and honest representation of the circumstances
- f. Other documentation requested by AIE Institute.

Bank Details for EFT Refund of payments made directly to AIE Institute (not required for student solely accessing FEE-HELP)

BSB:		Account Number:	
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Name of Account Holder:	
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Direct Deposit into International Bank Accounts:

Name, address and phone number of bank:	Please tick and provide the appropriate code:
	<input type="checkbox"/> Swift (all countries) _____ <input type="checkbox"/> IBAN (Europe/Jordan/Qatar) _____ <input type="checkbox"/> CNAPS (China) _____ <input type="checkbox"/> IFSC (India) _____ <input type="checkbox"/> Transit Code (Canada) _____ <input type="checkbox"/> Routing Code (USA) _____

Credit Card Details (refunds will be paid into a credit card only if the tuition fee was paid with that credit card, if possible):

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Personal information

Title:		Student ID:	
First Name:		Last Name:	
Contact Number:		Email:	
Address of Account Holder:			

Please tick one of the following to indicate your student status:

International Student
 Domestic FEE-HELP student
 Domestic non FEE-HELP student

Please tick one of the following to indicate what you want to withdraw from:

Unit/s
 Course

Course information

Course name:	
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Units being withdrawn from:

Unit Code	Unit Name	Year/Semester	Census Date	Withdrawal Date

Please tick one of the following to indicate the reasons for withdrawal:

<input type="checkbox"/> Medical reasons	Supporting documentation to include a statement from your doctor.
<input type="checkbox"/> Family reasons	Supporting documentation to include a statement from your doctor, counsellor or independent member of the community (e.g. Justice of the Peace or a Minister of Religion).
<input type="checkbox"/> Employment reasons	Supporting documentation to include a statement from your employer.
<input type="checkbox"/> Course reasons	Supporting documentation to include a statement from your course coordinator.
<input type="checkbox"/> Other special circumstances	Please include relevant supporting documentation.

Fill in the section below if you are applying for withdrawal after the census date. Otherwise, you may sign the form.
Please indicate the reasons for withdrawal below (if applying after census date) and include any specific information regarding special circumstances.

Declaration

- I declare that the information I have supplied on this application is correct.
- I understand that if I knowingly make any false or misleading statements, I may be liable to disciplinary action.

Signature:		Date:	
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