



Refund Application Form

SECTION A: To be completed by student. Please return this form to your college of enrolment.

Refund Details

I, would like to notify Envirotech Institute of Education that I wish to apply for a refund because (please tick one):

- Student visa refusal
- Course cancellation prior to course start date
- I have provided the college formal evidence of my Apprenticeship / Traineeship
(for domestic students only)
- Other. Please specify and attach documentary evidence:

Please note that a penalty may apply. Envirotech’s refund policy is on the reverse of this form. I have paid AUD\$ and now wish to apply for a refund for:

- Envirotech’s course fees
- Overseas Student Health Cover (OSHC)

Course Name:			
Course Code:		Commencement Date:	
Last day attendant class:			
Effective:			

I request that refund will be transfer to:

- My account
- My representative agent account



Bank Details

Fill in bank details

Bank Name:			
Swift Code:		Branch Address:	
IBAN Number:		BSB:	
Account Name:		Account Number:	
Your Local Address:			

Student Declaration

I understand and agree that:

- This application will be processed and paid within 14 working days of receipt only if I have supplied all relevant documents.
- This application is assessed according to the Refund Policy which I signed when I agreed to abide by the terms and conditions on the Enrolment application form and upon accepting the offer of my education AND which is available to me through the Envirotech office or the Envirotech website.
- I waiver any future claims on Envirotech Institute of Education.

Student Signature:		Date:	
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SECTION B: For office use only

Decision

Approved? Yes No Date: / /

Reason:

Amount of refund \$ _____

Signature _____ Date / / Staff full name _____