



# Refund/Re-credit Form

## Student Details

Fill in student details

Student ID :			
Student name:		Date:	
Phone:		Mobile:	
Address:		Post Code:	
DOB:		Email:	

The request to refund/re-credit my current enrolment applies to the following Course/s:

Course Name :			
Course Code:		Commencement Date:	
Last day attended class :			

Students wishing to Seek a re-credit of the HELP debt or refund of fees paid in advance for the current unit of study are required to explain in their own words how they meet the Special or Compelling circumstances.

Documentation and supporting evidence is required as per the Deferment, Suspension, Withdrawal, cancellation of enrolment and leave of absence policy to support your request.



## Student Declaration:

I am aware that:

1. I will need to submit a new enrolment application to study at Envirotech for the above course if I wish to resume studies at a later date.
2. My VET Student Loan debt, and/or any upfront fees paid **MAY NOT** be re-credited/refunded if the delegated responsible officer deems my application insufficient.
3. I have attached true and accurate certified copies of additional supporting evidence.

Student signature:		Date:	
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Should the application **not meet** the criteria referred to as Special or Compelling Circumstances, the outcome will be advised to the student via email.

Should the application **meet** the criteria referred to as in the Special or Compelling Circumstances, the student will be advised via email and the student will be issued with a new Commonwealth Assistance Notice (CAN) that will reflect the re-credit of the HELP Debt balance.

### For office use only

#### Decision

Approved?  Yes  No

Reason:

SP list updated with details  Yes  No

Date Letter Issued to Student:

Signature

Staff full name

Date: