

Withdrawal and Cancellation Form

Student Details

Fill in student details

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

The request to withdraw/cancel my current enrolment applies to the following Course/s:

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

Cancelation Details

I, _____ wish to cancel my enrolment due to the following reason:

- Attend another provider
- Change of career pathway
- Personal/Work commitments
- Other - Please specify:

Note: cancelling your enrolment does not guarantee a full refund of fees paid in advance. When your enrolment has been cancelled you will be issued with a cancellation notice via email.

Withdrawal before or on Census date

Students wishing to cancel their enrolment or withdraw from their current VET Unit of Study or a VET Course which is being supported via VET Student Loans, have the right to withdraw from their course **before or on the day of census without incurring a HELP debt**, and/or receiving a refund for any up-front VET payments made on or before the census date for the current unit of study. Envirotech will not charge any fee for completing the withdrawal process.

Student may contact the Administration team via phone, email or written correspondence at any time prior to and on the day of census without incurring any fees or HELP debt for the current unit of study. A Withdrawal form must be completed to verify and record the process.

Withdrawal after Census date

Students wishing cancel their enrolment or withdraw from their current VET Unit of Study or a VET Course which is being supported via VET Student Loans **after the census date**, are required to complete a Withdrawal form and forward to the Administration team for processing as soon as possible.

Envirotech will not charge any fee for completing the withdrawal process.

A student who withdraws from the current VET Unit of Study or a VET Course will not be enrolled into any further VET unit of study or course without the student's confirmation and written permission after the withdrawal.

Student Refund and Re-credit policy

A student who withdraws from their current VET Unit of Study or a VET Course and would like to apply for a re-credit of their HELP Debt or a refund of fees paid in advance can submit a separate application for re-credit/refund detailing their special circumstances which would warrant Envirotech doing so. This form can be located on the Envirotech website <http://envirotech.edu.au/en/about-us/forms/>.

****It should be noted, the *decision to recredit/refund will be at the discretion of Envirotech and will be based upon the reason(s) given.***

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 if my withdrawal is **AFTER** the census date for the current unit of study.
3. I will need to complete a Re-credit/Refund application form detailing my special circumstances to obtain a re-credit or refund of fees for the current unit of study.

Student signature:		Date:	
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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: