



## TERMS AND CONDITIONS OF ENROLMENT

### 1. ENROLMENT COMPLETION

To complete your enrolment in accordance with the letter of offer, please follow the below steps:

- 1.1. Read the offer details, ensure all details are correct and that you agree to the terms and conditions of enrolment under the ESOS Framework (Act and Regulation).
- 1.2. Provide a signed copy of this enrolment offer, together with relevant evidence of Overseas Student Health Cover (OSHC), if Envirotech is not providing you this service.
- 1.3. After accepting and signing this letter of offer, make a payment of the required deposit as specified in this offer agreement.
- 1.4. This is a conditional offer. For Envirotech to assess your ability to meet the Australian student visa requirements and finalise your enrolment, please complete the visa assessment checklist form: [VISA CHECKLIST FORM](#)

### 2. ORIENTATION DAY

Your orientation day will be conducted on Friday 9am, as indicated as your commencement date on your CoE. Please ensure you bring your, passport, visa grant letter, OSHC and laptop with you to class.

### 3. STUDENT VISA INFORMATION

Students must maintain and comply with their student visa conditions, including notifying Envirotech about any change of address while enrolled in course within no more than 7 working days from the change. For more information regarding the [student visa](#), or [student visa conditions](#), please check the Department of Immigration and Border Protection (DIBP) [website](#). Envirotech assessed your eligibility to apply under the SSVF arrangements, and we are required to continually assess your enrolment to ensure you comply with the student visa conditions and that you are a genuine student.

### 4. CHILDREN'S EDUCATION

Any school aged dependents (5 – 18 years old) accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school. The accepted benchmark for government school fees is \$8000 per child per year.

### 5. OVERSEAS STUDENT HEALTH COVER (OSHC)

International students are required to obtain Overseas Student Health Cover (OSHC) for the proposed duration of their visa prior to the visa grant. If you requested Envirotech to arrange your OSHC, this will be included in the offer details. If you arrange your OSHC yourself, or through your agent, an evidence of your cover is required as part of your enrolment process.

### 6. COURSE REQUIREMENTS – Laptop Computer

Student must have and bring with them a laptop computer to complete their studies at Envirotech. Additionally, students must have an internet and email account available during enrolment. Student who do not have the above criteria, will not be able to commence their studies, and will have to arrange it prior to their commencement date.

### 7. PREVIOUS EXPERIENCE AND VOLUME OF LEARNING

Students who are enrolled in intensive courses (E.g.: Certificate III, Diploma or Advanced Diploma courses completed in 6 months) must have sufficient previous educational or vocational experience or they must otherwise complete a lower qualification in the same stream.

## **8. COURSE CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL)**

Students, who have completed previous studies or accumulated extensive work experience and can present appropriate evidence, may apply for a Credit Transfer or Recognition of Prior Learning (RPL) prior to course commencement. A written application should be submitted before or during the enrolment into the selected course. Credit transfer application must include a statement of attainment showing the awarding registered provider, course code and title, units of competency code and title, result and date. The application for credit transfer or RPL is assessed by Envirotech and will be approved based on sufficient evidence. Granting of RPL or Credit Transfer may result in the shortening of the actual duration of the course, which, in the case of international students, will have to be notified to Department of Immigration and Border Protection (DIBP) via PRISMS. Students should apply for Credit Transfer or RPL before his/her visa is granted, or in the first 2 weeks of the course enrolment. The CoEs and course duration will be amended as required.

## **9. DUAL QUALIFICATIONS**

Students applying to dual qualifications, will be enrolled in the main qualification, and only upon satisfactory completion will be awarded credit transfer for the secondary qualification.

## **10. ACADEMIC PROGRESS REQUIREMENTS**

Envirotech is required in accordance with Standard 10 of the National Code of Practice 2007 to monitor and record student academic progress throughout their period of enrolment. When a student does not meet the course requirements for two consecutive study periods he or she must be reported to DIBP for non-progress via PRISMS. This may result in their visa being cancelled. Envirotech will notify the student at risk of failing to meet course progress requirements and implement an intervention strategy in order to assist the student to meet course requirements. Students failing their academic progress will have to attend an intervention day which may attract additional costs. Envirotech will notify the student in writing of its intention to report the student for not achieving satisfactory course progress. Students have 20 working days to appeal Envirotech's decision through the access of the complaint and appeal mechanism. For the full detailed policies and procedures, please refer to our Student Handbook available on Envirotech website.

Students must satisfactorily complete all required assessment tasks to satisfy the academic requirements of each unit to complete the course.

Students who withdraw or do not complete a full qualification requirement, will not be issued with a certificate and will receive a Statement of Attainment for any units of competency completed during a paid course period. The Statement of Attainment will contain the list of units successfully completed along the paid course duration.

## **11. ATTENDANCE REQUIREMENTS**

International students are required to attend course sessions in order to maintain satisfactory academic progress and meet their student visa conditions. Students who are not able to maintain satisfactory attendance will be required to attend additional hours outside course schedule which attract additional fees.

## **12. CONSUMER PROTECTION**

1. Envirotech safeguards student tuition fees through the use of insurance and assurance schemes mandated by Australian Legislation. ([TPS](#))



2. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian Consumer Law.
3. If a concern/complaint or appeal does not resolve internally, the matter will be referred to the OSO (Overseas Students Ombudsman)

### **13. STUDENTS' RIGHTS**

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian Consumer Law.

The dispute resolution process of Envirotech Institute of Education does not limit the student's right to pursue other legal remedies.

### **14. ACCESS AND EQUITY**

Envirotech values Social Justice. We are committed to acknowledging and providing for the right of all people to have fair access to the services of society, to be treated in caring and equitable ways, and to live with dignity in an environment free from bias, prejudice, and discrimination. All staff at Envirotech shares the responsibility that our Policy is adhered to at all times. Envirotech is committed to Equal Opportunity and recognises its responsibilities under both State and Federal anti-discrimination legislation. To this end we are striving to discourage discrimination against any person on the grounds of gender, sexual preference, marital status, pregnancy, race, political or religious conviction, disability, or age. We are likewise striving to create a harassment-free environment, and promote equality of opportunity for disadvantaged groups, and bias-free communication.

Students who feel that Envirotech Access and Equity Policy has been breached are encouraged to follow the Grievance Policy above until the issue is satisfactorily resolved.

### **15. CODE OF ETHICS**

Envirotech is bound by the requirements of the RTO standards, the ESOS Act 2000 and Regulations in all of its operations and interactions as depicted in the National Code 2007.

### **16. ADVERTISING CONSENT**

Unless it will state differently on your enrolment, Envirotech may use your photography and video imaging taken as part of the course, as applicable, or any reproduction (full or partial) thereof, in any form, style, or colour, together with any writing and other advertising material. The consent and release is given without limitation upon, or liability for, any use for advertising, illustration, publication or broad case of any kind, or in trade or media, or for any purpose. Any photography and/or likeness or voice and the film, tape, plates, and negatives thereof, remain the exclusive property of Envirotech Institute of Education. Commercial or advertising materials will not need to be approved before advertised or used.

### **17. AUTHORITY TO RELEASE INFORMATION (In accordance with the Privacy Act 1988, which incorporates the Privacy Amendment (Private Sector) Act 2000)**

While you are undertaking your training program, there will be times when Envirotech or its authorised representatives and/or its Training Consultant, Business Development Consultant, Administration Officer may need to discuss your situation with others. Please be assured that any discussion held with these representatives will be for the purposes of your development and wellbeing. Students and their

employers are required to provide permission in writing for these discussions or viewing of evidences to occur.

This authority does not permit Envirotech to discuss of your details, study or work with other students, unless we have your written permission to do so. Please sign in the declaration provided below. Your personal information, attendance details, progress and results will be disclosed to different government departments, E.g.: Department of Education, Training and the Arts, Queensland Studies Authority, ASQA and DIBP for the purpose of the Education (General Provisions) Act 2006 and the Education (Queensland Studies Authority) Act and Regulation 2002.

### **18. STUDENT REQUEST FOR ENROLMENT DEFERRAL, SUSPENSION, CANCELLATION, APPROVED LEAVE OF ABSENCE AND TRANSFER BETWEEN PROVIDERS**

Students must start their course on their allocated start date, except in exceptional circumstances. Students who wish to defer their course start date must give at least one-week written notice to Envirotech. Envirotech will cancel the enrolments after 14 days from course start date where no deferral request has been submitted, or no approved deferral has been granted, or if no contact has been made by the student within the 14 days of course commencement. Students who do not commence the course(s) on the agreed start date of the course (s) as per the details in this agreement and do not contact Envirotech to request an alternative start date prior to the commencement date of the course(s) will be in default and Envirotech will notify the Secretary and the TPS Director of the default within 5 business days of the default occurring.

- 18.1.** Once a course, or sequence of courses has commenced, students may be permitted to transfer to another field of study within Envirotech after providing a written request and relevant forms. A change of course will incur an administration fee as referred to in the fee schedule. Students under the SSVF arrangements are not eligible to change their courses if the course is not at the same AQF level or above the original course level. Any course change request must be submitted in writing to Envirotech, and will be subject to Envirotech's approval.
- 18.2.** Cancellation, suspension or deferral of enrolment must be submitted in writing on Envirotech forms available on the website
- 18.3.** Course transfers or exchanges between students are not permitted.
- 18.4.** Requests for transfer to another education provider within the first 6 months of the primary course are restricted and will require a letter of release for international students and evidence for a new student visa lodgement. In addition, Envirotech will required to be provided with supporting letter from the student and evidence of exceptional and/or extenuating circumstances. In addition, before any release letter is approved, students are required to demonstrate that they have been completed their payments, are academically progressed in their course and demonstrated good behaviour and commitment to study. Any provider transfer request must be submitted in writing to Envirotech, and will be subject for Envirotech's approval.
- 18.5.** Should Envirotech approve a course or provider transfer, any monies transferred will be in accordance with Envirotech's Refund Policy.
- 18.6.** By signing this offer you are automatically bound by Envirotech's Deferral Suspension, Cancellations, Approved Leave of Absence and Refund and Transfer between provider policies and procedures.
- 18.7.** Once a deferral or suspension of enrolment request is received from a student, the request will be assessed and may be approved on compelling and compassionate grounds in accordance with the National Code 2007.



- 18.8.** Envirotech reserves the right to expel, suspend or terminate any student enrolment in certain circumstances as outlined below, and are further detailed in the policies and procedures and the Student Handbook, E.g.:
- 18.8.1. Early course completion,
  - 18.8.2. Late or no course commencement,
  - 18.8.3. Transfer to another provider,
  - 18.8.4. Cessation of studies,
  - 18.8.5. Late or no payment of course fees,
  - 18.8.6. Violating any of Envirotech's policies, or Australian law.
  - 18.8.7. Misconduct or misbehaviour including but not limited to: breach of discipline, bad language, aggressive and offensive behaviour, unsatisfactory attendance.
  - 18.8.8. Failure to successfully progress academically in the course,
  - 18.8.9. Breach of visa conditions (international students),
  - 18.8.10. Providing fraudulent documents, misleading or incorrect information,
  - 18.8.11. Failing to participate in course academic components as a genuine student

Envirotech will notify the DIBP of international student's course status through the PRISMS including any student default. There are no refund rights for such cancellations.

Please refer to the [Envirotech Domestic Student Handbook](#) or [Envirotech International Student Handbook](#) and policies and procedures for further information.

## **19. STUDENT CONCERNS, COMPLAINTS AND APPEALS**

If you are not happy about any part of your course or services at Envirotech, please tell us. We will do our best to meet your requests. Our staff members are available to talk to you about any matter at any time. You are able to bring a friend to assist you at any time if you have a problem. If you are unable to resolve the problem after conferring with a trainer, coordinator or counsellor, you are welcome to make an appointment to discuss your concerns with the Student Registrar. There will never be any cost to you to access the Grievance and Dispute Resolution Procedures and your paid enrolment will be maintained while any complaint and appeals process is proceeding.

If Envirotech staff members are unable to resolve the dispute, independent mediation will be required. The mediator for overseas students is the OSO:

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au). Call: 1300 362 072\* within Australia. Outside Australia call +61 2 6276 0111.

Enquiries: 9:00am to 5:00pm Monday to Friday, Australian Eastern Standard Time (Australian) is available through the Dispute Resolution Branch, Department of Justice and Attorney General. Students outside Brisbane may use the toll free number 1800 017 288. At present there is no fee for the use of this service, but this may change. Please refer to the [Envirotech Domestic Student Handbook](#) or [Envirotech International Student Handbook](#) for further details on our Grievance and Dispute Resolution Procedures and appeal process.

The dispute resolution process, which is described in Envirotech policies and Procedures and the Student Handbook, does not prevent an overseas student from exercising the student's right to other legal remedies.

## **20. REFUND POLICY**

### **20.1. Envirotech defaults**

In relation to a student and a course at a location if:

20.1.1. Envirotech fails to start to provide the course to the student at the location on the agreed starting date or

20.1.2. The course provided by Envirotech ceases to be provided to the student at the location at any time after it starts but before it has been completed To avoid doubt:

20.1.3. If Envirotech is prevented from providing a course at a location because a sanction has been imposed on Envirotech by way of cancellation suspension or a condition or any other enforcement proceedings or order by the relevant Minister preventing Envirotech from continuing to provide the course to the student, then Envirotech shall be deemed to have ceased to provide the course to the student.

20.1.4. If Envirotech for a course for a location has changed to become an entity of a different kind, and the Minister has notified Envirotech in writing that the course is not taken to have ceased to be provided at the location merely because of the change and therefore will not have been deemed in a default.

Envirotech will not have defaulted if:

20.1.5. The student has withdrawn before the default day.

20.1.6. The student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;

20.1.7. The student breached a condition of his or her student visa

20.1.8. There has been misbehaviour by the student.

20.1.9. If Envirotech is prevented from providing a course in a location due to the course being superseded on the commonwealth register and an alternative equivalent course is offered by Envirotech in place of the course which has been superseded and Envirotech is able to offer the equivalent course in the same location and dates than Envirotech is not at default.

Refund calculation in the event of Envirotech default

20.1.10. Where refund fees are payable in circumstances of Envirotech default then the refund fee shall be the product (multiplication) of the weekly tuition fee for the course and the weeks in default period. (Refund amount = weekly tuition fee × weeks in default period) If Envirotech does not enter into compliant student agreement

20.1.11. Where refund fees are payable in circumstances of student default and Envirotech has not entered into a compliant written agreement with the student, then the refund amount shall be the product (multiplication) of the weekly tuition fee for the course and the weeks in default period. (Refund amount = weekly tuition fee × weeks in default period)

## **20.2. International Student Default**

A student defaults in relation to a course at a location if:

20.2.1. The course starts at the location on the agreed starting date but the student does not start the course on that day (and has not previously withdrawn) or

20.2.2. The student withdraws from the course at the location (either before or after the agreed starting date) or

20.2.3. The student's failure to pay an amount he or she was liable to pay Envirotech, directly or indirectly, in order to undertake the course at that location.

20.2.4. Envirotech refuses to provide or refuses to continue providing the course to the student at the location because of one or more of the following events:

20.2.4.1. The student failed to pay an amount the student was liable to pay to Envirotech directly or indirectly in order to undertake the course

20.2.4.2. The student breached a condition of their visa

20.2.4.3. Misbehaviour by the student

A student does not default in the following circumstances:

- 20.2.4.4. If the student does not start that course because Envirotech defaults in relation to that course at the location as described hereunder (Envirotech default).
- 20.2.4.5. If Envirotech does not accord the student natural justice before refusing to provide or continue providing the course to the student at the location.
- 20.2.5. Envirotech shall pay the student any refund amount (if any) that applies if any student defaults in relation to a course at a location that is required to be paid under the terms of the written agreement entered into with the student.
- 20.2.6. In compliance with the terms of the written agreement with any student Envirotech shall not be required to refund any course fees or course tuition fees to any student nor shall any student be entitled to claim and receive any course fees or tuition fees in circumstances where the student defaults in relation to a course at a location save for the special consideration provision of this policy.
- 20.2.7. Personal misadventure is a non-medical circumstance beyond a student's control that affects their study or ability to commence a course. Such circumstances include things like the death of a close relative. It does not include any work-related events such as being rostered on to work at the time the student requires attention to any course. It also does not cover problems due to transport or ongoing traffic problems. It also does not include anything relating to the student's social or sporting life. Refunds in approved misadventure or medical circumstances is in the sole discretion of Envirotech PEO.
- 20.2.8. In the event that Envirotech refuses to provide or continue to providing the course to the student at the location because of
- 20.2.8.1. A breach by the student of a condition of their visa.
- 20.2.8.2. Misbehaviour or misconduct by the student.
- 20.2.8.3. Then Envirotech will not refund any tuition fees and will notify the Secretary of DEST via PRISMS as required under section 19 of the ESOS Act within 5 days of default or appeal processes being completed.

### **20.3. Full Refund**

#### **20.3.1. Student Visa refusal prior to course commencement**

Where a student has been refused a student visa and the student did not commence their course at the location; then the amount of the refund payable by Envirotech is the full sum (addition) of both tuition and non-tuition fees received by Envirotech in respect of the student (the course fees), less administrative enrolment fee.

#### **20.3.2. Overpaid amounts - If student has overpaid the Envirotech Institute of Education fee, then the overpaid fees will be fully refunded.**

### **20.4. Partial refund**

#### **20.4.1. Student Visa refusal - after course commencement**

If the student starts a course prior to a student visa refusal and later has a student visa refused, then the refund amount shall be the multiplication of the weekly tuition fee studied weeks prior to the visa refusal.

Example Refund amount = weekly tuition fee x remaining course weeks after visa refusal date, excluding any non-tuition fees.

#### **20.4.2. Course Student Visa withdraw**

A partial refund may be granted if written notice of cancellation and student visa withdrawal is received by Envirotech in the following circumstances:



In each of the following scenarios the student must make payment of outstanding tuition fees in accordance with the relevant enrolment. Subject to satisfaction the payment being received by Envirotech the following refunds may apply from the full course tuition:

- 20.4.2.1. If cancellation is made prior to visa lodgement, and the student is currently not the holders of a student visa, all pre-paid tuition fees, less a \$500 cancellation fee, will be refunded.
- 20.4.2.2. If cancellation is made 8 weeks or more before the course commencement, a refund of 75% of the total course tuition fees paid may be refunded.
- 20.4.2.3. Cancellation fee for the balance of 25% of total tuition fee apply.
- 20.4.2.4. If cancellation is made 4 weeks or more before the course commencement, a refund of 50% of the total course tuition fees paid may be refunded.
- 20.4.2.5. Cancellation fee for the balance of 50% of total tuition fee apply.
- 20.4.2.6. If cancellation is made less than 4 weeks and before the course commencement, a refund of 25% of total course tuition fees paid may be refunded. Cancellation fee for the balance of 75% of tuition fee apply.

## **20.5. No Refund**

### **20.5.1. Student withdrawn after course commencement**

Cancelling students must complete payment for all courses fees after a course commencement date.

### **20.5.2. Deferrals and Suspensions**

No refund is paid under deferral or suspension. Student must pay all course fees as per the original offer, regardless of suspension or deferral outcomes.

### **20.5.3. Any other student default**

## **20.6. Refund Process**

### **20.6.1. Envirotech Default**

Envirotech shall refund within 14 days of the default day of any default by Envirotech:

- 20.6.1.1. Arrange student affected by the default an alternative course offer at Envirotech expense and the student accepts the offer in writing; or
- 20.6.1.2. Provide a refund to the student in accordance with the method for calculating refunds set out in this policy (or any legislative instrument made by the Minister specifying a method for working out the amount of unspent tuition fees)

### **20.6.2. Student Default**

- 20.6.2.1. \$300 is payable for refund applications, in addition to any cancellation fees and other non-refundable prepayments.
- 20.6.2.2. Any refund payable under the terms of written agreement relating to student default must be paid with the period of four (4) weeks after receiving a valid written claim from the student supported by relevant and sufficient evidence as described below:
- 20.6.2.3. Any student requesting a refund shall do so with the Envirotech refund application form available on the website and in the main office, and shall:
  - 20.6.2.3.1. set out the reasons for the application; and
  - 20.6.2.3.2. be accompanied by supporting documents as may be appropriate; and  
be forwarded to: Student Registrar Email:  
students@envirotech.edu.au
- 20.6.2.4. Refund applications will not be processed where the signature on the Application for Refund Form does not match the Student's signature as shown on other documents





provided by the Student for admission to Envirotech, or when the request is not supported by relevant evidence.

20.6.2.5. Refunds will be issued to the student, unless:

20.6.2.5.1. The student is registered with an approved sponsor who has paid the Tuition Fees on behalf of the student; or

20.6.2.5.2. The student gives written direction to pay the refund to another person or organisation and provides documentary evidence to substantiate that the other person or organisation paid the Tuition Fees.

20.6.2.5.3. All International refunds to overseas bank accounts will be paid in Australian Dollars

20.6.2.5.4. To transmit a refund in Australian Dollars to an international bank account a bank fee may be imposed by the transferring bank. In those circumstances Envirotech shall deduct that bank fee cost from the refund amount.

20.6.2.5.5. The funds covering the tuition fees must be cleared (i.e. cheques cleared, telegraphic transfers received etc.).

20.6.2.5.6. All debts to Envirotech must be paid before any refund can be calculated with any outstanding amounts to be deducted from the refund.

20.6.2.6. The refund will be made in Australian dollars, although Envirotech reserves the right to make refunds payable in the country of origin.

20.6.2.7. Applications for refunds for Students must be authorised by Envirotech PEO nominee

## **20.7. Special consideration**

Special consideration shall be made upon the request of a student in circumstances where a student cancels at any time prior to the course commencement date due to serious illness or personal misadventure. Determination of whether fees shall be refunded in these circumstances is in the sole discretion of the Principal Executive officer (PEO) of Envirotech.

Any request made on the basis of serious illness shall be supported by a certified certificate from a medical practitioner. Envirotech may contact the doctor concerned to verify that the documentation is genuine. Failure to get documents verified may result in no special consideration granted.

## **20.8. Accommodation Refund & Cancellation Policy**

If a homestay booking is cancelled or changed after the Booking Confirmation is issued by Envirotech, Students are required to provide at least 7 days' notice if leaving the homestay family before the end of the contract period in order to receive a refund of the remaining homestay fees. If no notice is given and the student leaves the homestay, then 1 week of homestay fees will be deducted from the remaining homestay fees. The student will be refunded the remaining duration. In the case of students who do not show up to their booked homestay and have not given cancellation notice, 1 week of homestay fees apply to compensate the homestay family for loss of homestay income and the food already purchased for the student. Home stay replacement fees will be refunded with a notice of at least 7 days before the booking commencement date. Homestay placement fees still apply, and will not be refundable when the student does not show up or cancels the booking, and did not give a notice of at least 7 days prior to booking commencement date.

## **20.9. Airport Pick Up Refund & Cancellation Policy**

If an Airport Pick Up cancellation or change is received by Envirotech at least 48 hours prior to initial arrival time than airport pickup fee will be refunded. If no notice has been given or notice has been given in less

than 48 hours prior to the initial arrival time, airport pickup fees will not be refunded and the students will have to re-arrange this service.

#### **20.10. Overseas Student Health Cover Refund (OSHC)**

In the case that Envirotech has arranged the OSHC for the student, the student will be entitled for a full refund for weeks which the cover was not used by the student.

#### **21. RIGHTS OF OVERSEAS STUDENTS IN REFUND DISPUTES:**

Envirotech has a Dispute Resolution process designed to assist settling any disputes over refunds or any other matter. Full details of our Dispute Resolution Process can be found in the Student Handbook. This agreement and the availability of the complaints and appeals process does not remove the right of the student to take action under Australia's consumer protection laws. Where a student is dissatisfied with a decision to provide or not to provide a refund he or she may appeal that decision in accordance with Envirotech Complaints and Appeals Procedures. This procedure, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

#### **22. FEES AND CHARGES**

If the student does not pay the fees by the due date, a late fee will be charged and student may lose his/her place in the course. Envirotech reserves the right to review its fees without notice. Students should check the fee details prior to payment. Fees are not expected to rise by more than 10% in any one year per letter of offer that has been issued.

The student undertakes diligently payment of Envirotech's fees and charges as specified or amended in the student's letter of offer.

For the purposes of this agreement, fees and charges include but are not limited to: tuition fees, application and materials fees, excursion and related expenses, OSHC, Homestay/ accommodation fees (if applicable), certificate replacements, administration charges, extra assistance in academic progression, change of course and course deferrals.

It is the student's responsibility to be aware of payment deadlines and be aware of Envirotech policies relating to payments.

All Envirotech fees are subject to indexation in accordance with Australian CPI as reported by the Reserve Bank of Australia (RBA)

#### **23. PAYMENT SCHEDULE**

**23.1.** All fee payments shall be made to Envirotech.

**23.2.** Failure to pay these fees may result in any one or all of the following:

- 23.2.1. Any statements of attainment of results will be withheld until payment is received.
- 23.2.2. The debt will be transferred to Envirotech's debt collection agency. The full costs of which will be borne by the student.
- 23.2.3. The student's enrolment will be cancelled which will be reported to DIBP. This may result in the student's visa being cancelled.
- 23.2.4. Release letter and cancellation of student's enrolment may not be issued.
- 23.2.5. Students with unpaid fees will not be permitted to re-enrol in or attend any course at Envirotech.



23.2.6. Interest being charged in accordance with the schedule of fees:

**23.3.** Late academic submission fees will apply for students, for any assessment that is overdue by more than 1 week from its due date.

**23.4.** Students who do not pay their fees as scheduled or will not rectify overdue payments, are risking enrolment cancellation. A notice will be issued to the student via email.

#### **24. ACCEPTANCE OF WRITTEN AGREEMENT**

Signing this offer and payment to Envirotech in accordance with this letter of offer will constitute your acceptance of this offer and written agreement.

#### **STUDENT DECLARATION**

By ticking 'I agree' you declare and give your consent to the following:

1. I declare that all information given is true, correct and complete;
2. I have read and understand the terms of this written agreement, the Terms and Conditions of Enrolment and I confirm that I have been fully advised of the fees, academic progress, attendance requirements, Refund and Complaints Policies contained here: [Envirotech Domestic Student Handbook](#) or [Envirotech International Student Handbook](#);
3. I understand, accept and agree to abide by the terms and conditions specified within this offer letter and to the policies and procedures specified in the student handbook, available at [www.envirotech.edu.au](http://www.envirotech.edu.au);
4. I understand that all courses have an expected minimum academic requirement of 20 hours per week;
5. I agree that it is my responsibility to pay the course fee on time, and any others fees relevant as per the schedule of fees. I understand that failure to do so means I will not be allowed to attend classes and I will be a student at default which may result in enrolment and visa cancellation;
6. I understand that Envirotech is required, under S19 of the ESOS Act 2000, to report the Department about: changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance.
7. **I will ensure that I have my own laptop with Microsoft Office 2010 (above or equivalent) installed for the commencement of my course;** Students enrolling to Certificate III levels and above **MUST** have sufficient level of computer skills and experience in the usage of Microsoft Office package;
8. I have read the course requirements on Envirotech website and in case I am enrolled in an intensive course, I declare I have sufficient educational or vocational experience to study in a shorter duration.
9. I authorise Envirotech to obtain further official records if necessary from any relevant institution/body;
10. I authorise Envirotech to set up and activate my direct debit account before each course commencement via EzyPay, and to debit my account as per the scheduled payments.
11. Please note, this is a conditional offer letter (student contract), pending until your student visa assessment is approved by Envirotech. For Envirotech to assess your ability to meet the Australian student visa requirements, please complete the visa assessment checklist form: [VISA CHECKLIST FORM](#)



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ABN: 83133701578 , ACN: 133701578, RTO ID: 31871, CRICOS PROVIDER CODE: 03094J ENVIROTECH INSTITUTE OF EDUCATION PTY LTD  
AS TRUSTEE FOR ENVIROTECH INSTITUTE OF EDUCATION TRUST  
**GOLD COAST CAMPUS** 64-66 GOODWIN TERRACE, BURLEIGH HEADS, QLD 4220  
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