



Application for Refund - Travel Voucher Student Travel Subsidies

Please complete this form to apply for a travel voucher (air/bus/train) or to request a refund for air/bus/train travel. A separate form must be completed for each child listed on the *Student Registration Form (ODT55)*.

This subsidy provides travel assistance to primary and tertiary students who live in the defined remote area of Western Australia (refer to map).

To apply for a travel voucher this form must be submitted at least one month before the first intended date of travel. A request for a fare refund must be submitted no later than one month after the last date of travel.

For further information, please visit www.transport.wa.gov.au/On-demandTransport/travel-subsidies.asp

STUDENT DETAILS

GIVEN NAME/S

FAMILY NAME

DATE OF BIRTH
 / /

EDUCATIONAL INSTITUTION

GRADE/LEVEL

TRAVEL DETAILS

AIR BUS TRAIN

TRAVEL DATE	FROM	TO

The approved travel voucher will be emailed to you.

EMAIL ADDRESS

If you have not received a refund in the past, or your bank account details have changed, please ensure you submit the *Supplier Creation/Maintenance Form (ODT58)* with this application.

CONFIRMATION OF ENROLMENT

This section must be completed by the principal, registrar or enrolment officer at the educational institution the student is attending.

Declaration: To the best of my knowledge, the student named above was attending our education institution in a full-time capacity on the dates listed above, and the journey(s) was required for the student to travel to and from the educational institution.

PRINCIPAL, REGISTRAR OR ENROLMENT OFFICER SIGNATURE

DATE
 / /

SCHOOL STAMP

SUBMISSION

Please ensure the 'Confirmation of Enrolment' section has been completed or the form will be returned.

Please return the stamped, signed, dated and endorsed form (ODT 56) to Travel Subsidies, On-demand Transport via email:
travelsubsidies@transport.wa.gov.au

CONDITIONS

- Only forms with the original school stamp affixed will be accepted.
- Travel vouchers cannot be issued if the first travel date is more than three months into the future.
- If you wish to book travel more than three months in advance, you may pay for the booking and apply for a refund.
- Refunds will not be processed until after the return travel date.
- Requests for refunds must be submitted no later than one month after the last date of travel.
- The application for a travel voucher must be submitted at least one month prior to the intended date of travel.
- If you are applying for a refund, please attach the e-Ticket itinerary or tax invoice from the airline, or invoice and receipt from a travel agent.
- If you do not use the travel voucher as indicated, you must inform the Department of Transport immediately or you could lose your entitlement and/or be charged for the voucher.

