

## Request for Refund Form

**Note refund application must be made within 4 weeks of commencement.**

Student's Name:

Student Number

Address:

Post Code:      Phone No:

Name of Course or Qualification:

Course Code:

Date of course commencement:

Date of Withdrawal:

Fees Charged:

Amount Paid to Date:

Payment method: Cash/ EFTPOS debit/ Credit card.

Receipt attached: Yes/No

Refund Amount requested: (note material fee is not refundable):

Reason for Requesting Refund (Tick the appropriate box):

- Course was cancelled
- Change of timetable
- Other(specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Refund payment**

Cash/EFTPOS debit/Credit card refund. (Circle as appropriate)

Amount \_\_\_\_\_

Student's name \_\_\_\_\_

Student signature \_\_\_\_\_

Refund Approved/ Rejected (circle as appropriate)

Authorised Staff Member's Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_