

APPLICATION FOR REFUND

NOTE: All refunds are subject to approval and must comply with guidelines set out in the National Vocational Education and Training Regulator Act 2011. If course has commenced you may not be eligible for a refund. If materials have been issued, materials fees may not be refundable.										
Family Name:			Given Names:				Student No (if known):			
Date of Birth:			Address:							
Reason for Refund:										
REFUND PAYMENT MADE TO:										
Payable by Cheque <input type="checkbox"/>					Payable Direct to Bank Account <input type="checkbox"/>					
Given Name:		Family Name:			Name of Bank and Branch:					
Postal Address:					BSB No:					
					Account No:					
Home Phone:		Work Phone:		Mobile:		Account Name:				
Student Signature:				Date: ____ / ____ / ____						
APPROVAL										
Tuition:			Materials:			Credit Transfer:				
<input type="checkbox"/> Full Refund			<input type="checkbox"/> Full Refund			Qualification:		Amount: \$		
<input type="checkbox"/> Partial Refund			<input type="checkbox"/> Partial Refund			Transferred by:		Start Date: ____ / ____ / ____		
<input type="checkbox"/> No Refund (Specify Reason) _____			<input type="checkbox"/> No Refund (Specify Reason) _____			Signature:		Date: ____ / ____ / ____		
Training Manager <input type="checkbox"/> Refund Approved <input type="checkbox"/> Refund Not Approved					Signature:		Date: ____ / ____ / ____			
OFFICE USE										
Amount Refunded		\$	Refund Number:			Credit Transfer Processed: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Processed by:				Signature:				Date:	____ / ____ / ____	