

Refund Application Form

Student Details	
Course Enrolled in:	
Student Number:	USI :
Given/First name:	Family name:
Address:	Post Code:
Contact Phone:	Mobile:
Emergency Contact:	Email:

Reason for Refund

Refunds may be made in the following circumstances:

- a)** Participants have overpaid the administration charges.
- b)** Participants enrolled in training that has been terminated by the RTO.
- c)** Participant advises the RTO prior to course commencement that they are withdrawing from the course.
- d)** If the participant withdraws from a course or program, prior to course commencement, due to illness or extreme hardship as determined by the RTO.
- e)** In the event that the RTO fails to provide the agreed services.

Please state your reason for refund in detail (attach documents for evidence)

Student's Signature: _____ Date: _____

Send Refund To: (Please ensure that all details are correct)
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- Cheque (Australia Only)
- Electronic funds transfer (EFT)

Name of Bank:	Account Title :
BSB:	Account No.:

OFFICE USE ONLY:

Application Received by: _____ Date: _____

Reason for Refund is valid Yes No
 Documentary Evidence valid: Yes. No Not attached
 Refund approved: Yes. No Amount in AUD: \$ _____

RTO Manager Signature: _____ CEO's Signature: _____

Student file updated: Yes No Initials: _____ Date: _____