

## Refund Application Form

<b>Participant Name</b>	
<b>Date of Refund Application</b>	
<b>Course Name</b>	
<b>Enrolment Date</b>	
<b>Participant Email</b>	
<b>Mobile</b>	

I wish to apply for a refund for the tuition fees paid for the course described above and my reasons for applying for a refund are:

Please Tick Box	Refund Reason	Type of Refund
<input type="checkbox"/>	The RTO is unable to commence the course for which the original enrolment and payment has been made.	Full refund or alternative placement in a course
<input type="checkbox"/>	The RTO is unable to continue to deliver the course as agreed.	Full refund or alternative placement in a course
<input type="checkbox"/>	Withdrawal from course within 7 days of enrolment	Online course: Full refund OR Participant will have the option to transfer to another online course of equal value
<input type="checkbox"/>	Withdrawal 14 days after course commencement	No refund
<input type="checkbox"/>	Other	TBA

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Administration Use Only*

- |                                        |                              |                             |
|----------------------------------------|------------------------------|-----------------------------|
| 1. Refund Application processed?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Refund Granted?                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Refund Paid and enrolment cancelled | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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