

## Refund Request Form

By filing in this form, you are applying for a part or full refund of fees.

Each refund request is looked at on an independent basis. This form must be lodged with the CEO or in their absence, the Administrator, within the time frame relevant to the particular refund request as outlined in the refund policy.

A response will be issued to you within 10 business days and if successful, a refund will be made as per the refund policy, and depending on the circumstances.

<b>Date</b>		<b>Name</b>	
<b>Contact numbers</b>			
<b>Course enrolled in</b>			
<b>Contact Address</b>			

Please detail in full, your reason for requesting a refund.

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

WE WILL BE IN CONTACT WITHIN 10 DAYS, THANK YOU

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### OFFICE USE ONLY

**Received by:** \_\_\_\_\_ **Refund Number Issued:** \_\_\_\_\_

Date: \_\_\_\_\_ Authorised by: \_\_\_\_\_

Outcome: \_\_\_\_\_

Date if Refund issued: \_\_\_\_\_ Amount: \_\_\_\_\_