



## Application for Refund

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

How was the payment made? \_\_\_\_\_

Bank details: \_\_\_\_\_

BSB - \_\_\_\_\_

Account number - \_\_\_\_\_

Course title: \_\_\_\_\_

Course Date: \_\_\_\_\_

Invoice number: \_\_\_\_\_

Date refund application submitted: \_\_\_\_\_

Reason for application (required if 3 business days or less notice has been given):

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Acceptable reasons may include:

- sickness (verified by a medical certificate)
- change of employment hours or location (verified by employer)
- bereavement

Please list documentation provided (required if 3 business days or less notice has been given):

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*Your request will be responded to within 2 business days.*

<b>Office use only</b>	
Refund approved / not approved	_____
Refund amount	\$ _____
Date of refund:	_____
Approved by: (RTO Manager)	_____