

Refund request form

Details		Refund Type	Tick
Admin Staff:		Withdrawal	<input type="checkbox"/>
Date:		Transfer	<input type="checkbox"/>
Name:		Cancellation	<input type="checkbox"/>
Student ID:		Other	<input type="checkbox"/>
Course:			
Course Intake:			

Section 1	
I request a refund for the following:	
Invoice Number:	
Amount:	
Reason: (Please attach any supporting documentation)	
Section 2	
Acknowledgement	
<p><i>I understand that my request for a refund will be processed in accordance with Field Refund Policy.</i></p> <p><i>I also understand that I shall have access to the Complaints and Appeals process, should I not agree with the outcome or decision.</i></p>	
Print Name:	Signature:

Authorisation			
Authorisation for Processing			
Action to be taken:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED AMOUNT
Comments:			
Signed:		Position:	
Print Name:		Date Processed:	
Refund Amount:			

Admin Use Only			
Refund Processed			
Formal Letter Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Sent By:		Date:	
Appeal of Decision			
Appeal Lodged:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: