

## Refund Request Form

<b>Section 1 – Student Details</b>	
Course:	
Course Date:	
Title:	
First Name:	
Middle Name:	
Last Name:	
Date of Birth:	
Gender:	
Telephone:	
Mobile:	
Email:	
Alternative Email:	
Identification Verified:	Type of ID:
	ID Number:
Address:	Building Name:
	Unit Name:
	Street:
	Suburb/Town:
	State:
	Postcode:
	Country:

<b>Section 2 – Refund Details</b>			
I request a refund for the following:			
Invoice Number:			
Amount:	\$		
Reason: (Please attach any supporting documentation)			
Acknowledgement: I understand that my request for a refund will be processed in accordance with States College Australia Fees & Refunds Policy and Procedure.			
Signature		Date:	/ /

<b>Section 3 – Authorisation</b>			
Please tick the type of Refund:			
<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Cancellation		
<input type="checkbox"/> Transfer	<input type="checkbox"/> Other (please specify)		
This refund amount is:			
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED TO \$	
Comments / Reason for decision / Calculations of refund			
Refund method is:			
<input type="checkbox"/> EFT / Credit Card	<input type="checkbox"/> Cheque	<input type="checkbox"/> Direct Debit	
Signed:		Position:	
Print Name:		Date Processed:	
Logged in Refund Register:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: / /
Logged by:		Signature:	
Formal Letter/Email Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: / /