



<p>Please ensure that you have read the Fees and Charges and Refund Policy and Procedure, available on the website, prior to completing this Form.</p>																					
Student name:																					
Course:																					
RPL course enrolled into and date:	Other:																				
Reason for refund request <i>(include evidence to substantiate your claim where relevant)</i> :																					
<p>Banking Details: Please note refunds will only be paid via electronic transfer. Please nominate an authorised account for deposits. PLEASE NOTE: the person/company who paid the fees will receive the refund only.</p>																					
Financial Institution (i.e. bank):																					
Name on Account:																					
6 Digit Bank State Branch (BSB) Number for Australian bank account:																					
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Australian bank account number:																					
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IMPORTANT INFORMATION:

- In the situation where a student has *deferred* a course of study and then later cancels enrolment, the level of refund applicable will be that which was at the point of deferment.
- Payments of allowable refunds will be made within four (4) weeks of the receipt of an **Application for Refund of Student Fees form**.
- Students/businesses with an unsuccessful application for a refund will be notified in writing (by email). Should you wish to dispute the refund decision, you may access and follow our **Complaints and Appeals Policy and Procedure** (available on the website).
- Our **Fees and Charges and Refund Policy and Procedure** applies equally to all students. The availability of a complaints and appeals procedure does not remove your right to take action under Australia's consumer protection laws, nor do not circumscribe the student's right to pursue other legal remedies.
- The above-mentioned student/business agrees to repay to on demand, any payments credited in error. We reserve the right to off-set the amount of any overpayment made in error against any future debt or liability owing to the RTO by the student/business.

Where a domestic student opts to withdraw from an **enrolled RPL service**, the following refunds will apply, based on the up-front fee of \$500

- date from enrollment will incur a 3 day Cooling off period
- After the cooling off period student will not be eligible for a refund

Office Use Only:

General Manager or Delegate Decision		
Name:		
Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
Reason for decision:		



Application for Refund of Student Fees (Domestic inc RPL Students)
PP07-02

Sign:	Date: