

REFUND REQUEST FORM

QUALITY AREA 2 – VET STUDENT
SUPPORT

REFUND REQUEST FORM

PURPOSE

To formally document and process student requests for a refund in accordance with the applicable regulatory requirements.

REFUND REQUEST FORM			REFUND NO.
SECTION 1 – CLIENT DETAILS			
Name:		Date:	
Contact Tel:		Mobile:	
Email:			
Course:		Course Date:	

SECTION 2 – REFUND DETAILS	
I request a refund for the following:	
Invoice Number:	
Amount:	\$
Reason (please attach any supporting documents):	
ACKNOWLEDGEMENT	
I understand that my request for a refund will be processed in accordance with the Upskill U Pty Ltd Refund Policy.	

SECTION 2 – REFUND DETAILS

SIGNATURE		DATE	
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SECTION 3 – AUTHORISATION

Please tick the type of refund:

- Withdrawal Cancellation
 Transfer Other (please specify): _____

This Refund amount is:

- Approved Denied Adjusted to \$ _____

Comments/ Reason for decision / Calculations of Refund:

Refund Method:

- EFT / Credit Card Cheque Credit to Corporate Account

Signed:		Position:	
Print Name:		Date Processed:	

ADMIN USE ONLY

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:	
Sent by:		Signature:	