

Refund Application Form

Date:	
Student Name:	
Course:	
Course Start Date:	
Employer Name:	

I wish to apply for a refund for the tuition fees paid for the course described above and my reasons for applying for a refund are:

Please Tick Box	Refund Reason	Type of Refund
<input type="checkbox"/>	Withdrawal more than two weeks prior to agreed start date	Full refund
<input type="checkbox"/>	Withdrawal less than 7 days prior to the agreed start date	Full refund minus a \$50.00 Administration fee
<input type="checkbox"/>	Withdrawal up to after 4 weeks of the course commencement	Refund of unused tuition fees less a \$50.00 Administration fee
<input type="checkbox"/>	The RTO is unable to provide the course for which the original enrolment and payment has been made	Full refund or rescheduled enrolment
<input type="checkbox"/>	The RTO is unable to continue to deliver the course as agreed.	Partial refund or alternative placement in a course

Please note:

- Where the student breaches Apex HR's Policies and Procedures no refund is payable.
- Where a student withdraws from the course without extenuating circumstances only a partial refund is payable.

Applicant Signature: _____ **Date:** _____

Administration Use Only	
Refund Application processed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Refund granted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Refund paid and enrolment cancelled	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Signature & Date	