

# Refund Request Form

Student details			
Student Number:		Course Enrolled in	
First NAME :			
Last NAME:			
Address: (notification to be sent to)			State:                      Post Code:
Email:			Mobile:

Enrolment status			
I have commenced my course	<input type="checkbox"/>	I have not commenced my course	<input type="checkbox"/>
		I currently owe fees and want them reconsidered	<input type="checkbox"/>

Reason for refund request
<input type="checkbox"/> I am withdrawing from my course (Also complete the 'Course_Withdrawal_Defer_Amendment_Form')
<input type="checkbox"/> The course I applied for is not being offered by KAL Training
<input type="checkbox"/> I am transferring to other Institution
<input type="checkbox"/> Other (please state)

Refund To - Payment details - All refund payments will be made in Australian Dollars.	
BSB Number:	Account Number:
Account Name:	Bank Name:

Student Declaration
<input type="checkbox"/> I have read and understood the refund policy and procedure provided, and I am aware that refund decision will be made as per the policy
<input type="checkbox"/> The information provided on this application is true and correct to the best of my knowledge.
<input type="checkbox"/> I understand a refund will only be made to an account in my own name or to the source account the funds were paid from, and have provided the required proof

**Student's signature:**

**Date:**

## Refund Request Form

OFFICE USE ONLY:		
Documentary evidence provided:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Evidence Type:		
Is student eligible for refund	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Student Notified	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Student Management System Updated	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Processed by:</b>		<b>Date:</b>

Authorisation for Processing			
Action to be taken:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	ADJUSTED AMOUNT
Comments:			
<b>Authorised by Name:</b>		<b>Date Processed:</b>	
<b>Amount to be refunded:</b>			