

Course Refund/Withdrawal Form

Full Name:

Date of request:

Course commencement date:

Course withdrawing from:	Reason for withdrawal:

Please tick from the below:

- Requesting a total refund (less \$10 administration fee)
- Requesting a partial refund (less \$10 administration fee)
- Requesting to defer to the next available course intake
- Requesting to transfer into a different course

Supporting evidence: (List what documents have been provided where relevant)

Note: Supporting evidence must be provided where the course has already commenced.

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Student Signature:	
Date:	

Office Use Only

Supporting evidence provided and approved by Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Comments:	
Date of original student fee payment	Date:	
Method of payment	<input type="checkbox"/> Credit card via Social Planet <input type="checkbox"/> Credit card via Square <input type="checkbox"/> Cash via Square <input type="checkbox"/> Bank transfer <input type="checkbox"/> Invoice	
Manager approval of fee adjustment/refund	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Manager approved refund amount (less \$10 admin fee)	\$	
Fee Adjustment / Refund provided	Date:	By:
Information recorded in Social Planet	Date:	By:
Comments:		