



Refund Application Form

Date:	
Student Name:	
Course:	
Course Start Date:	

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
☐	Withdrawal more than 10 working days prior to agreed start date	Full refund or transfer to another course
☐	Withdrawal less than 10 working days prior to the agreed start date	Full refund minus a \$100 Administration Fee, or transfer to another course
☐	Withdrawal after course commencement	No refund
☐	The RTO is unable to commence the course for which the original enrolment and payment has been made.	Full refund or alternative placement in a course
☐	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 AET Policies and Procedures no refund is payable.*
- *Where a student withdraws from the course without extenuating circumstances only a partial refund is payable.*

Student Signature: _____ **Date:** _____

Administration Use Only		
<i>Refund Application processed?</i>	Yes ☐	No ☐
<i>Refund Granted?</i>	Yes ☐	No ☐
<i>Refund Paid and enrolment cancelled</i>	Yes ☐	No ☐
Comments:		
Signature &		

Date	
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