

## REFUND REQUEST FORM

This form can be used by the student to apply for refund or can be use by the office to determine whether or not the student still need to pay.

Fill out by student  By the office

CONTACT DETAILS			
Please provide telephone number and email			
Home Phone		Mobile phone	
Work Phone		email	
PERSONAL DETAILS			
NAME 1 Enter your full name	Surname (Legal Family Name)		
	Given Names (Legal Given Names)		
DATE OF BIRTH 2 Enter your birth date	Day/Month/Year	/	/
SEX 3. Sex (tick one box only)	Female <input type="checkbox"/> Male <input type="checkbox"/>		
USUAL RESIDENCE 4 What is the address location and postcode of the suburb, locality or town in which you usually live? <sup>1</sup>	Building/Property Name		
	Unit/Flat	Street/lot Number:	
	Street Name		
	Suburb Locality or Town		
	State/Territory		Post Code
5 Reason for refund	<input type="checkbox"/> Accend Education Group cancel the course	<input type="checkbox"/> Withdrawal before commencement of the course	<input type="checkbox"/> Withdrawal after commencement of the course
6 Refund by cheque	Cheque - will be payable to student and mailed to address provided above. If the cheque is not cash within one month it will be cancelled.		
7 Refund by Eft	Bank account name		
	BSB		Account number
DECLARATION:	I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I understand that		
	Signature		
	Date		

<sup>1</sup> Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Office use only			
Amount Paid (Xero)		Total Tuition fee payable <b>(A)</b>	
Amount Paid and pending in EziDebit		Total Kit payable and other fees <b>(E)</b>	
Total Paid <b>(D)</b>		Total Payable <b>(F)</b>	
Determine Tuition Fee payable			
Course duration in weeks <b>(B)</b>		Weeks into the course <b>(C)</b>	
Tuition fee Payable per week A/B= <b>(G)</b>		Total tuition fee to be paid C x G= <b>(H)</b>	
Determine Other Fee(s) payable			
Kit(s) plus course manual <b>(I)</b>		Total student must pay H+I = <b>J</b>	
Determine Refund of amount payable			
REFUND/PAYBLE <b>D-J</b> <i>If negative students must pay on withdrawal</i>			

Stopped direct debit (only if in credit)

Request students to pay the reminder

Refer to debt collection as all the attempt made to recover the amount owed were unsuccessful

Officer Signature \_\_\_\_\_

Date \_\_\_\_\_