

Refund Request Form

Refund Request Form			
Details		Refund Type	Tick
Date:		Withdrawal	
Name:		Transfer	
Mobile:		Cancellation	
Student ID:			
Course:			
Course Intake:			
Section 1			
I request a refund for the following:			
Invoice Number:			
Amount:			
Bank Details:			
Reason: (Please attach any supporting documentation)			
Section 2			
Acknowledgement			
I understand that my request for a refund will be processed in accordance Australian of Academy of Trades' Refund Policy. I also understand that I shall have 20 days to access the Complaints and Appeals process, should I not agree with the outcome or decision.			
Print Name:		Signature:	
Section 3			
Payment details for bank cheque/bank draft			
Bank:	ACC Name:	ACC NO:	BSB:
Authorisation			
Authorisation for Processing			
Action to be taken:	APPROVED	DENIED	ADJUSTED AMOUNT
Comments:			



Australian Academy of Trades Pty Ltd
 478 Logan Road, Greenslopes, QLD 4120
Tel: (61) 07 3397 4186 **Fax:** (61) 07 3397 4186
Website: www.aataus.com.au
RTO Code: 41174
CRICOS Code: 03486D
ABN: 91 602 704 521

Signed:		Position:	
Print Name:		Date Processed:	
Amount to be refunded:			
Admin Use Only			
Refund Register			
Logged in Refund Register:	Yes	No	Date:
Logged By:			Signature:
Refund Processed			
Formal Letter Sent:	Yes	No	Date:
Sent By:			Date:
Appeal of Decision			
Appeal Lodged:	Yes	No	Date:
CAF Number:			Date: