

# Application for Refund



<b>Date</b>			
<b>First Name</b>		<b>Last Name</b>	
<b>Address</b>			
	<b>State</b>	<b>Postcode</b>	
<b>Course Name</b>			
<b>Course Start date</b>		<b>Host employer name</b>	

I wish to apply for a refund for my tuition fees paid for the course described above and my reasons for applying for a refund are:

<b>Please Tick Box</b>	<b>Refund Reason</b>	<b>Type of refund</b>
<input type="checkbox"/>	Withdrawal prior to agreed start date	Full refund of any deposit paid (if any)
<input type="checkbox"/>	Withdrawal after the agreed start date	Refund of unused tuition fees upon application
<input type="checkbox"/>	Withdrawal after the agreed start date without extenuating circumstances	50% refund of unused tuition fees
<input type="checkbox"/>	Course withdrawn by RTO	Full refund
<input type="checkbox"/>	The RTO is unable to provide the course for which the original enrolment and payment has been made	Full refund
<b>NEW SOUTH WALES – SMART AND SKILLED FUNDED TRAINEES</b>		
<input type="checkbox"/>	Withdraw without penalty before cut off date	Cut of date is any time prior to the first structured training visit (first contact visit date).
<input type="checkbox"/>	Withdrawal without penalty after cut off date	Unused tuition fees will be refunded

**Extenuating Circumstances Apply** ATTACH EVIDENCE

<b>Please Tick Box</b>	<b>Refund Reason</b>
<input type="checkbox"/>	Illness
<input type="checkbox"/>	Family or personal matters
<input type="checkbox"/>	Other extraordinary reasons advised below:

**Signature**

**Date**

<b>Please return this form to:</b> RTO Administration Western Business School Suite 9, 651 Victoria Street Abbotsford, VIC 3067 or email to: info@wbs.org.au	<b>OFFICE USE ONLY</b>		
	Refund approved <small>Please circle</small>	<b>Yes</b>	<b>No</b>
	Administrator Name & Signature		
	Approval Date		

**\*Please note where the student breaches the RTO Policies and Procedures no refund is payable. Where a student withdraws from the course without extenuating circumstances only a partial refund is payable.**