

Application for Refund



Date			
First Name		Last Name	
Address			
	State	Postcode	
Course Name			
Course Start date		Host employer name	

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:

Please Tick Box	Refund Reason	Type of refund
<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	Course withdrawn by RTO	Full refund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
NEW SOUTH WALES – SMART AND SKILLED FUNDED TRAINEES		
<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

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

Signature

Date

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