

REQUEST FOR REFUND FORM

STUDENT DETAILS					
Name:					
Address:		State:		Postcode:	
Telephone:	Home/Work:		Mobile:		
E-mail:					
Course:				Date:	
REASONS FOR REQUESTING A REFUND*					
<i>Attach supporting evidence if applicable (eg Doctor's Certificate)</i>					
REFUND REQUEST DATE			REFUNDABLE PORTION		
<input type="checkbox"/> At least 2 Weeks (10 working days) prior to commencement			100% refund minus admin fee of \$50-\$150.00 (depending on course as per enrolment form)		
<input type="checkbox"/> At least 1 Week (5 working days) prior to commencement			50% refund		
<input type="checkbox"/> Less than 1 Week (5 working days) prior to commencement			No refund (or <input type="checkbox"/> exceptional circumstances**)		
<input type="checkbox"/> After course commencement			No refund (or <input type="checkbox"/> exceptional circumstances**)		
BANK ACCOUNT DETAILS					
Account Holder's Name:					
Name of Bank:			Branch:		
BSB:			Account Number		
DECLARATION					
<p>I _____ (student name) have read and understood the RTO's refund policies and procedures and I authorise Gauntlet Training to pay the refund into the nominated bank account I have provided on this form.</p> <p>Signature: _____ Date of Lodgement: ___/___/___</p>					

* Note:

1. If Deltawest Training cancels the course 100% refund applies and no administration fee is deducted.
2. Fees for RPL are non-refundable.

** Deltawest Training reserves the right to provide a refund in exceptional circumstances, determined by the CEO on a case-by-case basis where the request is supported by compelling evidence.