

## Application for Refund –Government Funded Course

**Date:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Enrolment Date:** \_\_\_\_\_

**Course Start Date:** \_\_\_\_\_

I wish to apply for a refund for my tuition fees paid for 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 scheduled course commencement date	Full refund
<input type="checkbox"/>	Withdrawal within 4 weeks after the scheduled course commencement date	Full refund (If withdrawing from only part of an enrolment, only the applicable tuition fees are refundable).
<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	Course withdrawn by RTO	Full refund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
<input type="checkbox"/>	The student has special circumstances for withdrawing (attach details of circumstances requiring consideration)	If accepted, refund whether full/partial is at the entire discretion of the college.

*\*Please note where the student breaches Ascet Tech Policies and Procedures no refund is payable*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office use**

**Approved** Yes / No Circle Correct

**Refund Reference:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Student Advised** Yes / No Circle Correct

**Business Manager Signature:** \_\_\_\_\_