

### Application for Refund –Fee for Service

**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 7 days prior to agreed start date	Full refund
<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	Course withdrawn by RTO	Full refund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)	Refund whether full/partial at the entire discretion of the college.

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

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

Office use

**Approved** Yes/No Circle Correct

**Refund Reference:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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