

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 in excess of the minimum fee. 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	Course withdrawn by RTO	Full refund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 Tafe 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: _____