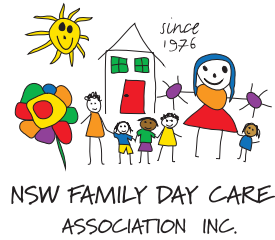


## REQUEST FOR REFUND FORM

SECTION A: STUDENT'S DETAILS	
Surname:	
Given Names:	
Address :	
Email:	Mobile:
SECTION B: CURRENT COURSE DETAILS	
Course Name:	
Course Start Date:	
Course Finish Date:	
Mode of Delivery:	<input type="checkbox"/> Cluster <span style="margin-left: 200px;"><input type="checkbox"/> Correspondence</span>
SECTION C: REQUEST DETAILS	
I would like to apply for refund for my course because: (should be accompanied by withdrawal form, if applicable) <ul style="list-style-type: none"> <li><input type="checkbox"/> Transfer to another institution (please attach proof of enrolment)</li> <li><input type="checkbox"/> Employment reasons</li> <li><input type="checkbox"/> Personal reasons</li> <li><input type="checkbox"/> Financial reasons</li> <li><input type="checkbox"/> Others, please state: _____</li> </ul>	
<b>Please read and sign below to acknowledge that you have read and understood the refund procedures.</b>	
Enrolled learners will be eligible for a full refund of course fees in the following circumstances: <ul style="list-style-type: none"> <li>PEAK Training cancels the course (e.g. insufficient client numbers);</li> <li>The learner advises of their cancellation at least ten (10) working days prior to the commencement date of the course</li> <li>Refund may be given to students in extenuating circumstances only.</li> </ul>	
Signature:	Date:



SECTION D: OFFICE USE ONLY		
<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved
RTO Manager:		Date Signed:
Accounts		
Checked by:		Refund Details:
Approved by:		Amount Paid _____
		Amount Refunded _____
PEAK Training		
Comments:		
Processed by:		Date Processed: