



## REQUEST FOR REFUND FORM

STUDENT DETAILS			
Name:			
Address:			
Suburb:		Postcode:	
Home/Work phone:		Mobile:	
E-mail:			
Course:		Date:	
REASONS FOR REFUND*			
<i>Attach supporting evidence if applicable (e.g., Doctor's Certificate)</i>			
REFUND REQUEST		REFUND AVAILABLE	
<input type="checkbox"/> At least 5 working days prior to course commencement.		refund minus \$100 administration fee	
<input type="checkbox"/> Less than 5 working days prior to course commencement		No refund	
<input type="checkbox"/> Extenuating circumstances		No refund/ Discretion of CEO (or <input type="checkbox"/> exceptional circumstances**)	
<input type="checkbox"/> After course commencement		No refund/ Discretion of CEO (or <input type="checkbox"/> exceptional circumstances**)	
BANK ACCOUNT DETAILS			
Name of account holder:			
Name of Bank:		Branch:	
BSB:		Account No.:	
DECLARATION			

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I \_\_\_\_\_ (student name) have read and understood the RTO's refund policies and procedures and I authorise Red Sand Truck Driver Training to pay the refund into the nominated bank account provided above.

Signature: \_\_\_\_\_ Date of Lodgement: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \* If the RTO cancels the course, 100% refund applies and no administration fee is deducted.
- \*\* The RTO reserves the right to provide a refund in extenuating circumstances, at the discretion of the CEO on a case-by-case basis.