Refund Application Form

P & N Thomas Pty Ltd ta ACE Training – RTO: 21716

SECTION ONE – INSTRUCTION

This form is to be used to facilitate any request for refunds made by a Fee Payer (student, employer, or guardian/parent). Each refund is reviewed on its individual merits and assessed by ACE Training in accordance with its *Fees, Charges and Refunds Policy*. A response (and eligible refunds) will be given to applicants within 30 days of application.

Once this form is completed, sign, and lodge form by accounts@aceassessment.com.au

SECTION TWO – STUDENT INFORMATION

2.1	Student Name	
2.2	Student ID (#)	
2.3	Course Code & Title	

SECTION THREE – INITIAL PAYMENT INFORMATION

3.1	**Student, Parent or Guardian paid course fees**				**Employer paid course fees**
	☐ Cash	☐ Bank Transfer	☐ Credit Card	☐ Cheque	☐ Bank Transfer.

SECTION FOUR – REFUND REQUEST & FEE PAYER ACKNOWLEDGEMENT

4.1	Reason for Refund	☐ Overpayment made to course fees ☐ Student withdrawal from course (not yet commenced) ☐ Student withdrawal from commenced course ☐ Other reason (please specify):

As the Fee Payer, I confirm that all information provided on this form is to the best of my knowledge true, correct, and accurate. I also confirm that I have read and understood the *Fees, Charges and Refunds Policy* and believe that I am entitled to a refund and will provide any supporting documentation (if required) to support the request for a refund:

4.2	Fee Payer's name	
4.3	Fee Payer's signature	
4.4	Date of refund application	
4.5	Fee Payer's email address	
4.6	Fee Payer's banking details	Account Name: BSB: Account Number:

OFFICE USE ONLY

Date received: **Outcome:** ☐Approved ☐ Not Approved.
Refund amount (if applicable): **Date refunded:**
Date outcome letter sent to Fee Payer: