

Refund Application Form for Short Courses Students

It is important to provide complete and correct details. Please attach all evidence and supporting documentation. Refunds will be paid in accordance with the terms and conditions of your agreement with RGIT Australia.

Complete all information in BLOCK LETTERS.

Section A – PERSONAL DETAILS					
Student ID number:		Date of birth (DD/MM/YYYY):			
Given name:					
Family name:					
Street address:					
Suburb:		State:		Postcode:	
Telephone:				Mobile:	
Email:					
Section B – REFUND REQUEST					
Course name(s):					
Course code(s):					
Course date(s):					
Fees paid:	\$ _____				
Section C – REASON FOR REQUEST					
Section D – REFUND OPTIONS					
<input type="checkbox"/> Online – Only for students who paid online. Your provided details must match your booking form. The refund will be processed into the bank account used in the booking.					
Full name:					
Email:		Payment date:			
<input type="checkbox"/> Electronic Fund Transfer (EFT)					
Account Name:					
BSB Number:		Account Number:			
<input type="checkbox"/> Cash – Only for students who paid in cash.					
Preferred date to collect cash:					

Student Signature: _____

Date: _____

DISCLAIMER: In accordance with the Institute's Short Courses Refund Policy and Procedure, the refund request will be processed within 20 working days of the student being advised of the refund application outcome.

OFFICE USE ONLY					
Admin name:		Signature:		Process date:	
Accounts name:		Signature:		Process date:	