REFUND APPLICATION FORM

This Application must be completed and lodged to receive a refund. Please see Refund Policy for refund eligibility.

Student Name:	First/Given Names:
	Surname:
Student ID:	
Address:	Street Address:

	Town/ Suburb:	State:	Postcode:

Phone Number:	Home:	Mobile:
Email Address:	
Direct Debit Details:	

COURSE DETAILS:

Course Name:

Course Commencement Date:

Was this course government subsidised: YES / NO

Total Fees Paid:

Tuition Fees: $ Material Fees: $ RPL Fees: $

Refund Request Amount:: $

Additional Comments

_____

_____

_____

_____

Attached additional pages if required

Signature: _____   Date:

Please note: All Application are subject to eligibility in accordance with TAIE's Refund Policy & Procedure.

Lodgement of this Application is not a guarantee of refund granted.
Please lodge Refund Application Form to: 47 Butler Street Richmond VIC 3121

OFFICE USE ONLY

Refund Approved	☐ YES (if Yes, complete below)	☐ NO (if No, inform student of outcome)
Approval Refund Amount:	$_____	
Authorised By (*Signature*):	_____	
Refund Processed Date:	_____	
Payment method:	☐ Cheque #_____	☐ Direct Debit Receipt # _____
Entered in Refund Register Date:	_____	