

# Refund Application FORM



Version 1.0

*This Application must be completed and lodged to receive a refund. Please see Fees and 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:			
<b>COURSE DETAILS:</b>	Course Name:		
	Course Commencement Date:		
	Was this course government subsidised: YES / NO		
	<b>Total Fees Paid:</b>		
	Tuition Fees: \$	Material Fees: \$	RPL Fees: \$
	Refund Request Amount:: \$		

## Additional Comments

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*Attached additional pages if required*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note: All Application are subject to eligibility in accordance with NT's Fees and Refund Policy & Procedure.**

*Lodgement of this Application is not a guarantee of refund granted.*

Please lodge Refund Application Form to: 68- 72 York Street South Melbourne 3205

## OFFICE USE ONLY

Refund Approved	<input type="checkbox"/> YES (if Yes, complete below)	<input type="checkbox"/> NO (if No, inform student of outcome)
Approval Refund Amount:	\$ _____	
Authorised By ( <i>Signature</i> ):	_____	
Refund Processed Date:	_____	
Payment method:	<input type="checkbox"/> Cheque # _____	<input type="checkbox"/> Direct Debit Receipt # _____
Entered in Refund Register Date:	_____	