



Application for Refund Form

Application for Refund

Each refund request is reviewed on a case by case basis. This form is lodged with the RTO Coordinator according to the Refund Policy found in the Student and Employer Handbook. A response will be given to you within 10 business days of receipt of the form and if successful a refund will be made as per the Refund Policy, depending on the circumstances.

Applicant/Student's Personal Details:			
Surname:		Given Name(s):	
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified		
Student ID Number:			
Postal Address:			
Phone Contact:		Email:	
Payment Details - if EFT Refund Required:			
BSB:		Account No:	
Account Name:			
Course Details:			
Unit:		Title:	
Amount Claimed:			
Reason for Refund:			
Requests for refunds are assessed in accordance with the refund policy. Please ensure you have read and understood the Refund Policy located in our Student and Employer Handbook and on our website.			
Declaration:			
I declare that the information provided by me is true and complete and that it is my responsibility to provide all necessary documentation to support my request for refund. I agree and have read and understood the refund policy.			
Signature		Date:	
To lodge this form please return to Altus at info@altustraining.com.au , If you have any questions in relation to completing this form please contact us on 1300 725 483			

Office Use Only:

Received By:	Refund Number Issued:	Authorised By:
Outcome:	Date if Refund Issued:	Amount: