

Application for Refund

Each refund request is reviewed on a case by case basis. This form is lodged with the Operations Manager according to the Refund Policy found in the Student and Employer Handbook. You will receive written notification of the outcome of your application within ten (10) business days of the form being received. If additional information is required to assess your application, you will be notified in writing. If your refund is approved, payment will be processed as per the Refund Policy, depending on the circumstances.

Applicant/Student's Personal Details:			
Full Name:			
Student ID Number:			
Email Address:			
Postal Address:			
Phone Contact:			
Course Details:			
Course Name:			
Course Start Date:		Fee Paid:	
Reason for Refund Request:			
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.			
Payment Details - if EFT Refund Required:			
BSB:		Account No:	
Account Name:			
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 CivilEdge at info@civiledge.com.au , If you have any questions in relation to completing this form please contact us on 1300 725 483			

Office Use Only:

Date Received:		Refund Outcome:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Authorised By:		Refund Amount:		