

## Refund Request Form

Details		Refund Type	Tick
RR No (Admin Staff):		Withdrawal	
Date:		Transfer	
Name:		Cancellation	
Course:		Other	

  

Section 1

I request a refund for the following:

Invoice Number: <div></div>	<div>Initial Payment method</div> <div>Cash      EFTPOS      Cheque      Direct Debit</div>		
Amount: <div></div>	Name on card: <div></div> Card No: <div></div>	Expiry Date <div>___/___</div>	CVC <div></div>
Bank Details:	BSB: <div></div> Account No: <div></div> Account Name: <div></div>		

Reason: (Please attach any supporting documentation)

  

Section 3

Acknowledgement

I understand that my request for a refund will be processed in accordance with OnRoad OffRoad Training Fees and Refund Policy.  
 I also understand that I shall have access to the Complaints and Appeals process, should I not agree with the outcome or decision.

Print Name:		Signature:	
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Authorisation

Authorisation for Processing

Action to be taken:	APPROVED	DENIED	ADJUSTED AMOUNT
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<b>Comments:</b>				
Signed:			Position:	
Print Name:			Date Processed:	
Amount to be refunded:				
<b>Admin Use Only</b>				
<b>Refund Register</b>				
Logged in Refund Register:	Yes	No	Date:	
Logged By:			Signature:	
<b>Refund Processed</b>				
Formal Letter Sent:	Yes	No	Date:	
Sent By:			Date:	
<b>Appeal of Decision</b>				
Appeal Lodged:	Yes	No	Date:	
CAF Number:			Date:	