

Application for Refund

Each refund request is reviewed on a case by case basis. The form is lodged with the Student Support Officer, and authorised by the RTO Manager, according to the Refund Policy.

A response will be given to you within 10 business days and if successful a refund will be made as per the Refund Policy, depending on the circumstances. A successful refund application may take up to 20 working days to be processed upon receipt of the form.

Applicant/Student's Personal Details

Family Name:	<input type="text"/>	Given Name(s):	<input type="text"/>
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: (dd/mm/yy):	<input type="text"/>
Student ID No:	<input type="text"/>	Postal Address:	<input type="text"/>
Home phone:	<input type="text"/>	Fax:	<input type="text"/>
		Email:	<input type="text"/>

Payment details:

Course details

Code:	<input type="text"/>	Title:	<input type="text"/>
Amount Claimed: \$	<input type="text"/>		
Reason for Refund (please tick)			
<input type="checkbox"/> Withdrawal from current enrolled course	<input type="checkbox"/> Course withdrawn		
<input type="checkbox"/> Withdrawal from future scheduled course	<input type="checkbox"/> Course unable to be provided		
<input type="checkbox"/> Overpayment of course fees	<input type="checkbox"/> Other (please describe)		

Requests for refunds are assessed in accordance with the Refund Policy. Please ensure you have read and understood the Refund Policy located in the Student Handbook or 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 Refund Policy.

Signature Date

To lodge the form return to: Cornerstone People Solutions on email address: info@cornerstoneps.com.au

If you have any questions in relation to completing this form, please contact us on (03) 9818 0076

OFFICE USE ONLY

Received by:	<input type="text"/>	Refund Number Issued:	<input type="text"/>	Authorised by:	<input type="text"/>
Outcome:	<input type="text"/>	Date if Refund issued:	<input type="text"/>	Amount:	<input type="text"/>