

REFUND REQUEST FORM
Section 1 – Client Details

Name:		Student ID:		Contact Phone:	
Email:					
Course:		Course Date:	/	/	/

Section 2 – Refund Details

I request a refund for the following:

Amount:	\$				
Reason: (Please attach any supporting documentation)					
Account Name:		BSB:		Account Number:	
Account Holder Address:					
Bank Name:		Swift Code:			
Bank Address:					
Acknowledgement:	I understand that my request for a refund will be processed in accordance with the EEI Refund Policy.				
Signature		Date:	/	/	/

Section 3 – Authorisation- STAFF ONLY

Please tick the type of Refund:

Withdrawal <input type="checkbox"/>	Transfer <input type="checkbox"/>	<input type="checkbox"/> Cancellation	<input type="checkbox"/> Other (please specify)
This Refund amount is:			
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	CALCULATED REFUND AMOUNT \$	

Comments/ Reason for decision / Calculations of Refund

Signed:		Name:		Position:		Date:	

Admin Use Only

Logged in Refund Register:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/	/	/
Formal Letter/Email Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/	/	/
Sent By:			Signature:			