



## REFUND REQUEST FORM

<b>Section 1 – Student Details</b>	
Course:	
Course Date:	
Title:	
First Name:	
Middle Name:	
Last Name:	
Date of Birth:	
Gender:	
Telephone:	
Mobile:	
Email:	
Alternative Email:	
Identification Verified:	Type of ID:
	ID Number:
Address:	Building Name:
	Unit Name:
	Street:
	Suburb/Town:
	State:
	Postcode:
	Country:

<b>Section 2 – Refund Details</b>	
I request a refund for the following:	
Invoice Number:	
Amount:	\$
Reason: (Please attach any supporting documentation)	



Acknowledgement: I understand that my request for a refund will be processed in accordance with Goldthorn International College Fees & Refunds Policy and Procedure.

Signature

Date:

/ /

### Section 3 – Authorisation

Please tick the type of Refund:

☐ Withdrawal

☐ Cancellation

☐ Transfer

☐ Other (please specify)

This refund amount is:

☐ APPROVED

☐ DENIED

☐ ADJUSTED TO \$

Comments / Reason for decision / Calculations of refund

Refund method is:

☐ EFT / Credit Card

☐ Cheque

☐ Direct Debit

Signed:

Position:

Print Name:

Date Processed:

Logged in Refund Register:

☐ Yes

☐ No

Date:

/ /

Logged by:

Signature:

Formal Letter/Email Sent:

☐ Yes

☐ No

Date:

/ /