

Refund Request Form



Refund No:			
Section 1 – Learner Details (Learner to Complete)			
Name:		Date:	/ /
Contact Tel:		Mobile:	
Email:			
Program (Code/Title):		Program Start Date:	/ /
Section 2 – Refund Details (Learner to Complete)			
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 the AVANTE Fees, Charges & Refund Policy.			
Signature		Date:	/ /
Section 3 – Authorisation (Office Use Only)			
Please tick the type of Refund:			
<input type="checkbox"/> Withdrawal <input type="checkbox"/> Transfer <input type="checkbox"/> Cancellation <input type="checkbox"/> Other (please specify)			
This Refund amount is :			
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED TO \$	
Comments/ Reason for decision / Calculations of Refund (attach additional notes as required)			
Refund Method is :			
<input type="checkbox"/> EFT / Card	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit to Corporate Account	
Signed:		Position:	
Print Name:		Date Processed:	
Admin Use Only			
Logged in Refund Register:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	/ /
Logged By:		Signature:	
Formal Letter/Email Sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	/ /
Sent By:		Signature:	