



## STUDENT REFUND FORM

<b><i>Student to complete &amp; sign this form.</i></b> <b><i>Do not use this form as part of a withdrawal process (please use other form)</i></b>	
<b>Student First Name:</b>	<b>Student Last Name:</b>
<b>Current email address:</b>	<b>Mobile Number:</b>
<b>Course Name:</b>	
<b>Please state your reason for the refund:</b> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
<p>All Health Training will require 1 month from the date of Student Refund form being received, which allows Finance to process your file and the refund to be paid.</p> <p>Refunds are only made by electronic transfer direct to your nominated account. Please provide us with your bank account details:</p> <p>Account Name _____</p> <p>BSB _____ Account Number _____</p>	
<b>Student Signature:</b>	<b>Date:</b>

<b>OFFICE USE ONLY</b>	
<b>Confirm reason for refund being provided</b> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
<b>Provide details to Finance Manager to approve</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____
<b>Finance Manager – review and approved</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____
<b>Finance Manager – date of refund to student</b>	<input type="checkbox"/> Date _____
<b>Provide to Vettrak officer to enter refund in SMS</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____