



STUDENT REFUND FORM WORKSHOP ENROLMENT

Student to complete & sign this form.	
Student First Name:	Student Last Name:
Email address:	Mobile Number:
Workshop Name:	Workshop Date:
<p>Public Workshops fee policy - Rescheduling, Cancellation & Non-Attendance</p> <p>Please be advised that rescheduling, cancellation and non-informed absence fees may apply.</p> <ul style="list-style-type: none"> ▪ If you have paid and enrolled in a public workshop and are unable to attend, we will allow you to rebook into another workshop date if you advise us 2 business days prior to the workshop date, otherwise your fee will be forfeited. If you do not attend the second booking, the fee is forfeited. ▪ Should you wish to cancel your booking and provide us with more than 10 business days' notice prior to the workshop date, you are eligible for a 50% refund of fees for the workshop. If you cancel your course with less than 10 business days prior to the workshop, your fee is forfeited. If you do not attend and have not informed us, your fee is also forfeited. ▪ Should AHT cancel a workshop due to insufficient student numbers and the next scheduled date is not suitable to the student, you will be eligible for a refund ▪ All refunds will have an administration fee of \$20 deducted from the refund amount 	
<p>Student confirmation:</p> <p>I have read the rescheduling, cancellation and non-informed absence fee policy above and based on this, believe that I am entitled to a refund of \$_____</p> <p>Please note – this will be reviewed and confirmed by AHT and does not constitute agreement to the request</p>	
<p>Please state your reason for the refund:</p> <p>_____</p> <p>_____</p>	
<p>All Health Training will require 1 month from the date of Student Refund form being received for the refund to be paid. 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>	
Student Signature:	Date:
OFFICE USE ONLY	
<p>Workshop team to review details of amounts paid by student & per the Terms & Conditions above, confirm refund payable</p> <p>Please add notes:</p> <p>_____</p> <p>_____</p>	
Provide details to Finance Manager to approve	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____
Finance Manager – review and approved	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____
Finance Manager – date of refund to student	<input type="checkbox"/> Date _____
Provide to Vettrak officer to enter refund in SMS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____