

## REFUND APPLICATION FORM

If you wish to withdraw from a course that you have already paid fees for you need to complete this form and send to [training@rexceltraining.com.au](mailto:training@rexceltraining.com.au) to gain a refund for your course fees.

Please note the following:

- If a refund is requested more than 7 days' notice prior to commencement of the course, fees are fully refundable.
- If a refund is requested, giving less than 7 days' notice prior to commencement of the course, a \$50 administration fee shall be deducted from the fees refunded.
- After commencement of a course, fees will not be refunded. Fees already paid may be transferred to future courses, on a pro-rata basis less a \$50 administration fee plus the cost of course materials already consumed.
- If Rexcel Training cancels a course, fees will be fully refunded or transferred to a future course, according to your wishes.

<b>Name of Applicant:</b>	
<b>Applicant's Address:</b>	
<b>Applicant's Contact Number:</b>	
<b>Applicant's Email:</b>	
<b>This refund application relates to:</b> (Please indicate name of course)	..... .....
<b>What is the starting date of this course:</b>	
<b>If you wish to transfer your fees to another course, please note which course:</b> (dates and location)	..... ..... ..... .....

**Rexcel Training will contact you via above contact details to inform you of actions to be taken.**

**Office Use Only:**

<b>Date Received:</b>	<b>Refund Granted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full <input type="checkbox"/> Less Admin Fee	<b>Refund Amount:</b>
<b>Course Commenced:</b>	<b>Course Transferred:</b>		

<b>RTO Manager Name:</b>	<b>Signature:</b>	<b>Date:</b>
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