

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 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.

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

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

Office Use Only:

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

RTO Manager Name:	Signature:	Date:
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