

<b>Department</b>	Vocational Education & Training		<b>Author(s)</b>	RTO Manager
<b>Quality Controlled Document No. &amp; Title</b>	9.1	RTO Fee Refund Form	<b>Approved</b>	RTO CEO
<b>Version</b>	2.0		<b>Authorised</b>	RTO Academic Board
<b>SRTOs 2015</b>	Standards 5 and 7, Schedule 6		<b>Distribution</b>	Internal
				External

<b>Surname</b>		<b>Given Names</b>	
<b>Student ID</b>		<b>Contact No.</b>	
<b>Title of Course</b>			
<b>Indicate the reason(s) for requesting a refund</b>	<input type="checkbox"/> the course has been cancelled <input type="checkbox"/> the course has been rescheduled to a time and location that is unsuitable <input type="checkbox"/> the RTO ceased to provide training and assessment for the course <input type="checkbox"/> I have withdrawn from the course <input type="checkbox"/> I wish to defer my course enrolment <input type="checkbox"/> Other reason(s): _____		
	<p><b>If you have withdrawn from the course, or wish to defer your course enrolment, you must provide details of your reasons. In some cases Marriott Academy may request that you provide additional evidence, such as withdrawal due to medical reasons.</b></p>		
<b>Additional Information</b>			
<b>Student's Signature</b>		<b>Date</b>	

## OFFICE USE ONLY

Refund approved: <input type="checkbox"/> Refund not approved: <input type="checkbox"/> Reason for non-approval: _____  If refund approved:  Additional evidence, if required, must be filed in student's administration file.  Amount refunded \$ _____  Payment method _____  Date paid _____  Authorised by _____  Signature _____
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