

REFUND REQUEST FORM

All refunds will be processed in accordance with the Cornzal Workforce Development's Fee Administration and Refund Policy.

Please note that the administration fee of \$25% of the full course fee payable (non-discounted) or a minimum of \$250 (whichever is greater) non refundable. Refunds request are subject to the review and approval of Cornzal Workforce Development's management.

Student Details			
First Name:	Enter Text	Surname:	Enter Text
Date of Birth:	Enter Text	Email:	Enter Text
Postal Address:	Enter Text		Postcode: Enter Text

Refund Details			
Enrolment Date:	Enter Text	Invoice Number:	Enter Text
Invoice Paid:	Enter Text	Course Code:	Enter Text
Course Name:	Enter Text		
Type of Refund:		<input type="checkbox"/> Course Transfer <input type="checkbox"/> RPL Approved <input type="checkbox"/> Other : Enter Text	
<input type="checkbox"/> Cancellation of Enrolment <input type="checkbox"/> Withdrawal from Training			
Refund Payment Method			
<i>Refunds must be returned to original payment method.</i>			
Select ONE Payment Method: <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Credit Card			
<input type="checkbox"/> Direct Deposit			
Account Name: Enter Text		Bank: Enter Text	
BSB: Enter Text		Account Number: Enter Text	
<input type="checkbox"/> Credit Card			
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		Card Holder Name: Enter Text	
Card Number: Enter Text		Card Expiry: Enter Text	

Withdrawal from Training Form	
Course Start Date:	
Have you completed the Withdrawal from Training Form?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If no, please complete the Withdrawal from Training Form for your request to be processed.</i>	

Declaration	
<input type="checkbox"/> I understand that my request for a refund will be processed in accordance with Cornzal Workforce Development's Fee Administration and Refund Policy.	
Student Signature:	Date: <input type="text"/>

Once this form is completed, please return to Cornzal Workforce Development.
Email: rtoadmin@cornzal.edu.au | Phone: 07 3556 3801

VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
19/12/2022	Document Creation	Admin Cornzal	v. 1.0	Date 19/12/2022	Date 19/12/2023
28/12/2022	Document Update - Payment Method	Admin Cornzal	V1.1	28/12/2022	28/12/2023

RTO INFORMATION	
Document Name	Refund Request Form
RTO/Company Name	Cornzal Workforce Development
RTO Code	31663
Manager	Quality and Compliance Manager