

# REFUND REQUEST FORM

RTO No: 45065  
P: (02) 9310-4077  
A: Shop 30a, 23 Norton Street, Leichhardt NSW 2040



For information on the payment of fees and refunds, refer to MindChamps Academy's Refund Policy and procedure in the Student Handbook.

Refund is subject to the return of any MindChamps Academy's property or material you may have in your possession. MindChamps Academy will respond to the refund request within 7 days in writing. Once the request has been approved, the refund will be processed within 2 weeks after receipt of the written claim.

Refunds can take up to 28 days to process depending on your bank.

## Personal Details

Given Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date of Birth:                    /                    /                         Passport Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Suburb or Town: \_\_\_\_\_                    State: \_\_\_\_\_                    Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_                    Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

## METHOD OF REFUND – Please choose one of the following options

**Option 1: Cheque (AUD) to be collected from MindChamps Academy (unless otherwise specified).**

**Payable to:**

\_\_\_\_\_

**Option 2: Australian Bank Transfer**

Name of the Bank: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Code/ Branch Code: \_\_\_\_\_

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## REASONS FOR REFUND (Please tick one of the boxes below)

**Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged at MindChamps Academy. Failure to submit all required documents will delay authorisation and processing of the refund.**

Reason	Required Documents
<input type="checkbox"/> Withdrawal from course with MindChamps Academy	<input type="checkbox"/> Copy of Withdrawal form approved by MindChamps Academy
<input type="checkbox"/> Leave of absence	<input type="checkbox"/> Copy of leave of absence form approved by MindChamps Academy
<input type="checkbox"/> Student didn't meet the condition of offer	<input type="checkbox"/> Proof of inability to meet conditions (Administrative fee applies if proof is not submitted)
<input type="checkbox"/> Student has overpaid	<input type="checkbox"/> Copy of payment receipt

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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FOR OFFICE USE ONLY			
RECEIVED BY STUDENT ADMINISTRATION			
<b>Signature</b>		<b>Date</b>	

Finance Officer			
Amount Paid:	AUD:	Receipt Number:	
Amount Requested	AUD:	Date:	
Non-Refundable enrolment fee: AUD \$250	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Admin Fee	<input type="checkbox"/> Yes Amount: AUD \$ ____	<input type="checkbox"/> No	
Course Withdrawal Form			
Course Code			
Accounting Officer Signature:			

Note:

**Please attach proof of payment. Please note that refund will not be processed without proof of payment.**