

LIFETIME INTERNATIONAL TRAINING COLLEGE



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Refund Request Form

Refund Request Form			
Details		Refund Type	Tick
Date:		VISA Refusal	
Name:		VISA Renewal Refusal	
Mobile:		VISA Breach of Condition	
Student ID:		Withdrawal	
Course:		Transfer	
Course Intake:		Cancellation	
Section 1			
I request a refund for the following:			
Invoice Number:			
Amount:			
Bank Details:			
Reason: (Please attach any supporting documentation)			
Section 2			
Acknowledgement			
I understand that my request for a refund will be processed in accordance with Lifetime International Training College's Refund Policy. I also understand that I shall have 28 days to access the Complaints and Appeals process, should I not agree with the outcome or decision.			
Print Name:		Signature:	
Section 3			
Payment details for bank cheque/bank draft			
Bank:	ACC Name:	ACC NO:	BSB:
Authorisation			
Authorisation for Processing			
Action to be taken:	APPROVED	DENIED	ADJUSTED AMOUNT
Comments:			

Signed:		Position:	
Print Name:		Date Processed:	
Amount to be refunded:			
Admin Use Only			
Refund Register			
Logged in Refund Register:	Yes	No	Date:
Logged By:			Signature:
Refund Processed			
Formal Letter Sent:	Yes	No	Date:
Sent By:			Date:
Appeal of Decision			
Appeal Lodged:	Yes	No	Date:
CAF Number:			Date: