

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:	