

Refund Request Form

Section 1 – Client Details			
Name:		Date:	/ /
Phone:			
Email:			
Course:		Course Date:	/ /

Section 2 – Refund Details			
Type of Refund:			
<input type="checkbox"/> Withdrawal <input type="checkbox"/> Cancellation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify)			
Invoice Number:		Amount:	\$
Reason: (Please attach any supporting documentation)			
Acknowledgement			
I understand that my request for a refund will be processed in accordance with the NextGen Skills Refund Policy.			
Signature		Date:	/ /

Admin Use Only			
Section 3 – Authorisation			
This request has been:			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Adjusted to \$			
Comments/ Reason for decision / Calculations of Refund:			
Refund Method:			
<input type="checkbox"/> EFT / Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Credit to Corporate Account			
Notification sent:	<input type="checkbox"/> Email <input type="checkbox"/> Letter	Date sent:	
Admin Name:		Signature:	
Position:		Refund Date:	/ /
Refund Number:			