



### Refund Request Form

Student First Name			
Last Name		Mobile:	
Email :			
Course Name:		Initial Course Start Date	
<b>Reason for Refund:</b>		<ul style="list-style-type: none"> <li>Personal Reasons <input type="checkbox"/></li> <li>Others _____</li> </ul>	
<ul style="list-style-type: none"> <li>Don't wish to Continue the course <input type="checkbox"/></li> </ul>			
Total Fee Paid		Non-Refundable: Banking & Admin Charges. Security Course <b>\$50</b> – Short Courses <b>\$25</b>	
Refunds will only be paid via electronic transfer after approved by admin staff. Depending on the banking, ABCA will refund the amount in the nominated account OR from the account where the initial payment was made. Please provide full details of your bank account for deposit.			
Bank Name:			
Account Name:			
BSB Number:	_____		
Account Number:	_____		
<b>Note:</b> A refund takes up to <b>FIVE (5) working days.</b>	<b>DATE:</b> Email sent to ABCA for a refund request:		<b>Student Signature:</b> Type your name in the box
	Complete the Refund Form, take a PHOTO or SCAN and send it via email to: <b>info@alphabetacollege.edu.au</b>		
<b>Admin Approval</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved	
Total Fee received			\$
<b>Non-Refundable</b> Banking & Admin Charges (Security Course <b>\$50</b> – Short Courses <b>\$25</b> )			<input type="checkbox"/> <b>\$-50</b> or <input type="checkbox"/> <b>\$-25</b>
Full Refund	<input type="checkbox"/> The refund requested is 10 business days before the initial class start date. <input type="checkbox"/> Course Cancel by ABCA.	\$	
75% Refund	The refund requested is 09 business days or less before the initial class start date.	\$	
No Refund	A refund is requested on or after the class start date.	\$	
<b>Approved Refund</b>			\$
Admin Sign:		Process Date:	