

REFUND APPLICATION FORM

Clients are required to complete this form in order to apply for a refund.

Complete all sections of this form and submit to Student Support Officer or alternatively email to info@atinstitute.com.au

Trainee Details
Full Name:
Client ID:
Course Name:
Contact Number:
Email:

Reason for Refund (enrolment fee is not refundable, please refer to the policy)
<input type="checkbox"/> Withdrawal before the course commencement (Full Refund, except the enrolment fee)
<input type="checkbox"/> Withdrawals after the course commences (No Refund)
<input type="checkbox"/> Course cancelled or rescheduled by Advanced Training Institute (Full Refund)
<input type="checkbox"/> Course discontinued and not delivered in full by Advanced Training Institute (Refund of the unused tuition fee)
<input type="checkbox"/> Other reasons, please write the reasons below:
Please write the reasons for why you are applying for refund, and please attach relevant documentation. to support your reasons

Payment Details (choose one option only)	
<input type="checkbox"/> Bank Transfer: Please enter your bank account details to receive your refund.	
Bank Name:	Branch Name:
Account Name:	
BSB No:	Account No:
SWIFT Code:	
<input type="checkbox"/> Cheque: Please enter details if you would like to receive your refund as a cheque.	



Advanced Training Institute
"A Pathway To a Better Future"

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St. Albans - Vic: 3021
F: 03 9356 9724 P: 1300 724 939
Email: info@atinstitute.com.au
Web: www.atinstitute.com.au

Sydney Office:
Shop P3, Auburn Central
Shopping Centre
Auburn, NSW 2144
P: 02 9649 1449

Payable To (Name):	
Address:	
Suburb:	
State:	Post Code:

Client Signature:	Date:
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Office use only	
Received By:	Received Date:
Is the refund approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Refund Outcome/Comments:	
Total Refund Amount:	
Is the outcome communicated to the Client: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Date communicated:	
VETtrak updated: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff Signature:	Date: