

# REFUND REQUEST FORM



RTO No. 32468

For further information, refer to the Fees, Cancellation and Refund Policy and Procedure

This form must be lodged to:

**Post:**

RTO Manager  
Burton Training and Consultancy Pty Ltd  
PO Box 7365  
GARbutt QLD 4814

**Email:**

Email Address: [admin@burtontraining.com.au](mailto:admin@burtontraining.com.au)  
Email Subject: Request for Refund – Invoice No.

PERSONAL DETAILS			
Date:	Click or tap here to enter text.		
Surname:	Click or tap here to enter text.	Title:	Choose an item.
Given Name/s:	Click or tap here to enter text.		
Mobile No.:	Click or tap here to enter text.		
Email Address:	Click or tap here to enter text.		

REFUND REQUEST	
Course Title:	Click or tap here to enter text.
Invoice No.:	Click or tap here to enter text.
Amount (AUD):	Click or tap here to enter text.

Reason for Request: (Please attached supporting documentation, if required) Click or tap here to enter text.
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ACKNOWLEDGEMENT
<i>I understand that my request for a refund will be processed in accordance with the Fees, Cancellation and Refund Policy &amp; Procedure. I also understand that I will have access to the Complaints &amp; Appeals Policy &amp; Procedure, should I not agree with the outcome or decision.</i>

Signature:	
Date:	Click or tap here to enter text.

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AUTHORISED BANK ACCOUNT DETAILS	
Bank Name:	Click or tap here to enter text.
BSB No.:	Click or tap here to enter text.
Account No.:	Click or tap here to enter text.
Name of Account Holder:	Click or tap here to enter text.
Account Holder Signature:	
<b>NB:</b> It is essential that Bank Details are correct, otherwise costs may be incurred by you if transactions are rejected or dishonoured.	

## OFFICE USE ONLY

REFUNND AUTHORISATION					
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Amount Adjusted
Comments: Click or tap here to enter text.					
Name:	Click or tap here to enter text.				
Position	Click or tap here to enter text.				
Signature:					
Date Refund Processed:	Click or tap here to enter text.				