# **Overview**

All refunds will be processed in accordance with the Australian Polytechnic Institute’s Fee Administration and Refund Policy.

Please note that the enrolment administration fee of $200 is non-refundable. Refund requests are subject to the review and approval of Australian Polytechnic Institute’s management.

# **Student Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | |  |
| **Email Address** | Click here to enter email address | **Phone No** | Click here to enter phone number |
|  | | | |
| **Name** | Click here to enter name | **Mobile Number** | Click here to enter mobile number |
|  | | | |

# **Refund Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Course Code** | Click here to enter course code | **Invoice No** | Click here to enter invoice no |  |
|  | | | | |
| **Enrolment Date** | Click here to enter a date. | **Amount Paid** | Click here to enter amount paid |  |
|  | | | | |
| **Course Start Date** | Click here to enter a date. | **Reason for Cancellation:** | Click here to enter text |  |
|  | |  |  |  |
| **Type of Refund** | Cancellation of Enrolment  Withdrawal from Training  Course Transfer  RPL Approval  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  | | | | |

# **Declaration**

|  |  |
| --- | --- |
| I understand that my request for a refund will be processed in accordance with Australian Polytechnic Institute Fee Administration and Refund Policy. | |
| Signed | Date |