



# Refund Request Form

Please email completed form to: [admin@fia.edu.au](mailto:admin@fia.edu.au)

<b>Date:</b>	
<b>Name:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	
<b>Course Enrolled In:</b>	

Please detail in full your reason for requesting a refund

## Bank Account Details for Refund

<b>BSB:</b>		<b>Account Number:</b>	
<b>Account Name:</b>			

Please allow two weeks for an assessment of your request. If a refund is approved, please allow a further two weeks for payment to be made.

Payment will only be made when learning guides that have not been purchased separately by the participant are returned in an "as new" condition.



**OFFICE USE ONLY**

Determination & Calculation of Refund Application

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<b>Refund Amount:</b>			
<b>Authorised by:</b>		<b>Date:</b>	
<b>Signature:</b>			
<b>Date Paid:</b>			