



Application for Refund form

This form must be used to apply for a refund of your tuition fees. It can be lodged by emailing the completed form to enquiries@ceputec.edu.au

Please read the Refund Policy available in the CEPUTEC Learner Handbook found on the CEPUTEC website (www.ceputec.edu.au) under Learner Information.

Your details

Full (legal) Name:		
USI (if known):		
Company name (if applicable):		
Telephone:	Mobile:	Email:
Postal address:		

Withdrawing or discontinuing from

Course/Unit name and code:	
Course/Unit start date:	
Tuition fee paid:	

Refund reason

Please provide the reason why you are withdrawing or discontinuing the course or unit.
Extenuating circumstances may be taken into consideration. In this case, you may be requested to provide evidence of the extenuating circumstances.
Provide details below:

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Refund type

Please Select	Refund type	Refund amount
<input type="checkbox"/>	Withdrawal 10 working days or more prior to start date	Full refund
<input type="checkbox"/>	Withdrawal between 4 and 9 working days prior to start date	50% refund
<input type="checkbox"/>	Discontinuing in a course/unit already underway	Partial refund of unused tuition fees if extenuating circumstances apply
<input type="checkbox"/>	Course withdrawn by CEPUTEC	Full refund
<input type="checkbox"/>	CEPUTEC is unable to provide the course for which the original enrolment and payment has been made	Full refund

Payment details for refund

Refunds will be made by Bank Transfer (EFT) into your nominated bank account.

Please provide details below:

Account name:	
BSB:	
Account number:	

Signature:	Date:
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Terms and Conditions.

- All details of the Refund Policy can be found in the CEPUTEC Learner Handbook located on the CEPUTEC website (www.ceputec.edu.au) under Learner Information
- The time and date that this form is received will be used as the basis for applying the appropriate refund
- Applications for refunds are processed by CEPUTEC within 14 days from the date of Application
- Approved refunds will be paid as soon as possible and no later than 5 working days following approval
- If enrolment fees have been paid by a third party, then refunds will be payable to that third party
- Where a learner has breached CEPUTEC's policies and procedures and been suspended from a course or unit, no refund is payable.

Office Use Only		
Date Received:	Received By:	
Action Taken:		
Name:	Position:	Date: