



Refund Application Form

Student Name:				
Email:				
Street/PO Address:				
Suburb:		Postcode:		
Mobile:		Home Phone:		
Unit or Course Code	Unit or Course Name	Method of payment	Date Purchased	Amount Paid
Please indicate reason:		Refund Guide		
<input type="checkbox"/>	Withdrawal more than 5 days before the start of a course or training program.	Full Refund		
<input type="checkbox"/>	Withdrawal more less than 5 days before the start of a course or training program	Full Refund less \$100 administration fee		
<input type="checkbox"/>	Withdrawal from a fee-for-service course within 14 days of the commencement of that training	Partial Refund - Pro rata refund of unused tuition fees less the \$100 administration fee		
<input type="checkbox"/>	Withdrawal from an Existing Worker Traineeship within 14 days of the commencement of that training	Partial Refund - 75% refund of Commencement Fee less \$100 administration fee		
<input type="checkbox"/>	Withdrawal from a Government Funded Course or New Entrant Traineeship within 14 days of the commencement of that training.	No refund of administration fee		
<input type="checkbox"/>	Withdrawal after the agreed start date of any course because of extenuating circumstances (Further documentation must accompany requests for refunds in this instance)	Individual decisions for each case will be made by the Chief Executive Officer.		
<input type="checkbox"/>	Withdrawal from eLearning units of competency that have been commenced, or where notification is not made within 5 days of enrolment into eLearning unit/s of competency.	No refund		
<input type="checkbox"/>	Withdrawal from eLearning units of competency that have not been commenced and where notification is made within 5 days of eLearning enrolment into the unit/s of competency.	Full refund less \$100 administration fee (in total)		
<input type="checkbox"/>	Course withdrawn by Work Savvy Training	Full refund if course has not commenced. If course has commenced, pro rata refund for portion of work not covered.		
Signature:		Date:		

Fax to 1300 098 828 or Post to The CEO, PO Box 7035 Penrith, NSW, 2750 or drop the form in to a Work Savvy Office.