



QA-FRM-0037 – AIICT Fee-for-Service Course Withdrawal and Refund Form

I wish to formally notify AIICT of my intent to withdraw from my course of studies.

The reason for my course Withdrawal is:

Name:		Student ID:	
Address:		Postcode:	
Email:		Mobile:	
Course Name:		Course Code:	
Start date:		Withdrawal date:	
I am seeking a refund:	Yes <input type="checkbox"/> <i>If YES please complete below</i>		No <input type="checkbox"/>
The reason I am seeking a refund:			
<p>DECLARATION:</p> <p>I declare that the information I have provided on this form is true and correct.</p> <p>I understand that I may not receive a refund if I have been issued a Login details, commenced a cluster or have already been assessed in one of more units.</p> <p>If I meet the conditions of AIICT’s Refund Policy, I may be entitled to a refund.</p> <p>I understand that once I withdraw from this course, that should I wish to re-enrol a new enrolment will be required, which may incur enrolment and administration fees</p>			
Signed:		Date:	



QA-FRM-0037 – AIICT Fee-for-Service Course Withdrawal and Refund Form

OFFICE USE ONLY

- Accounts notified of Withdrawal
- Trainer notified of Withdrawal
- AIICT notified of Withdrawal
- Withdrawal updated on SMS

Comments:

.....
.....

Approved by Manager:

Signed:

Date:

Document Name:	AIICT Fee-for-Service Course Withdrawal and Refund Form			First Created Date:	06 Mar 2019
Document Number	QA-FRM-0037	Version Number	2.0	Last Modified Date:	17 Dec 2019
© Everthought College of Construction Pty Ltd (ECOC) trading as Australian Institute of ICT (AIICT), RTO Number 51681				Page Sequence:	Page 2 of 2