



04 Application for Refund

Application for Refund	
<p>This form is lodged with the Training Manager according. Each refund request is reviewed on a case by case basis and a response will be given to you within ten (10) business days. If successful, a refund will be made as per the PP11 Financial Management Policy, depending on the circumstances.</p>	
Applicant/Student's Personal Details	
Family Name:	Given Name(s):
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: ____/____/____
Student ID No:	
Postal Address:	
Home phone: ()	Email address:
Payment details:	
Payment details (if EFT refund required): Account Name:	
BSB:	Account No:
Course details	
Code:	Title:
Amount Claimed: \$	
Reason for Refund (please tick)	
<input type="checkbox"/> Withdrawal from current enrolled course <input type="checkbox"/> Withdrawal from future scheduled course <input type="checkbox"/> Overpayment of course fees	<input type="checkbox"/> Course withdrawn <input type="checkbox"/> Course unable to be provided <input type="checkbox"/> Other (please describe)
<p>Requests for refunds are assessed in accordance with the Refund Policy. Please ensure you have read and understood the Refund Policy located in the Student Handbook or our Website. www.gmca.edu.au</p>	
Declaration	
<p>I declare that the information provided by me is true and complete and that it is my responsibility to provide all necessary documentation to support my request for refund. I agree and have read and understood Refund Policy.</p>	
Signature	Date
<p>To lodge the form return to: Global Management College of Australia on email address: student_services@gmca.edu.au</p>	
OFFICE USE ONLY:	
Received by: _____	Refund Number Issued: _____
Authorised by: _____	Outcome: _____
Date if Refund issued: _____	Amount: \$ _____