

Application for Refund or Credit Note

Please complete this form, sign and date it and email it to tomanager@victorianacademy.com.au

Name of Student:			
Address:			
Student Contact Details:	Phone:		
	Email:		
Request Type (tick one):	<input type="checkbox"/> Refund <input type="checkbox"/> Credit Note		
Application Date:		Student's Signature:	
Qualification Name and Code or Course Name:			
Date purchased and reasons for refund or request for credit note: (Attach further details if this is insufficient space)		
Reason Accepted:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Details of Amount Credited or Refunded:			
Course Start Date:		Course Duration:	
Receiving Staff Member Name:			
Staff Signature:		Date:	

***Credit Notes must be used within 6 months of the course start date**

Office Use Only

Date Processed:	
Staff Member Processing:	