

Request for Refund Form



Your Name:		Date:	
Your Role:			
Your Organisation:			
Program/Course:			
Start Date:			

REFUND DETAILS

Refund amount requested:	\$	Date Paid to EnerTrain:	
How you paid EnerTrain:	<input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Other (please state)		
Reason that refund is required:	<input type="checkbox"/> Overpayment to EnerTrain <input type="checkbox"/> Cancellation of program/course enrolment <input type="checkbox"/> Discontinuation of program/course enrolment <input type="checkbox"/> Other (please state including any special circumstances that apply)		

BANK DETAILS

Please provide your bank details below so the refund can be paid to you via EFT

Account Name:			
BSB:		Account Number:	
Your Signature:			

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OFFICE USE ONLY			
Request status:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Reason for non-approval (if applicable):			
Processed by:			
Payment method	<input type="checkbox"/> EFT	Date paid:	
	<input type="checkbox"/> Other (please specify)		
Entered into finance system:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date entered:	