# **Overview**

All refunds will be processed in accordance with the Australian Polytechnic Institute’s Fee Administration and Refund Policy.

Please note that the enrolment administration fee of $500 is non-refundable. Refund requests are subject to the review and approval of Australian Polytechnic Institute’s management.

# **Student Information**

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| --- | --- |
|  |  |
| **Email Address** | Click here to enter email address | **Phone No** | Click here to enter phone number |
|  |
| **Name** | Click here to enter name | **Mobile Number** | Click here to enter mobile number |
|  |

# **Refund Details**

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|  |
| **Course Code** | Click here to enter course code | **Invoice No** | Click here to enter invoice no |  |
|  |
| **Enrolment Date** | Click here to enter a date. | **Amount Paid** | Click here to enter amount paid |  |
|  |
| **Course Start Date** | Click here to enter a date. | **Reason for Cancellation:** | Click here to enter text |  |
|  |  |  |  |
| **Type of Refund** | [ ]  Cancellation of Enrolment[ ]  Withdrawal from Training[ ]  Course Transfer[ ]  RPL Approval[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |

# **Declaration**

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| I understand that my request for a refund will be processed in accordance with Australian Polytechnic Institute Fee Administration and Refund Policy. |
| Signed | Date |