

## Request for Refund Form

Refunds are given only under very specific conditions. These conditions would have been provided to you prior to your enrolment. Please ensure that you have read the Lead Institute Fees and Refund Policy in full before progressing with this application.

Please submit the completed form to Lead Institute's Administration Department as soon as is practical. This information will be kept in the student's file for future reference.

Section A – student to complete		
Personal details		
Date:	Course Name:	
Student Name:	Course Start Date:	
Student Number:	I have read Lead Institute Fees and Refunds Policy:	
Student Address:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Contact Details:		
<b>H</b> <b>M</b>		
<b>E</b>		
Refund Details - <i>Please provide the reasons for the refund application.</i>		
Banking Details – <i>Please note: we require these details in the event your application is approved.</i>		
Name of Bank:	BSB No.:	
Name of Account Holder:	Bank Account Number:	
Student Signature:		
Section B – Lead Institute Administration to complete		
Refund issued?		
<input type="checkbox"/> Yes <i>If Yes, please complete the details below.</i> <input type="checkbox"/> No <i>If No, please complete Section C.</i>		
Refund Number Issued:		
Authorised By:	Date Issued:	
Copy placed in student file? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Section C – Lead Institute Administration to complete**

Please provide reasons related to the refund being denied:


Has the student been informed?       Yes       No

Copy placed in student file?       Yes       No

Name:

Chief Executive Name:

Signature:

Chief Executive Signature:

Date:

Date: