



# Withdrawal/Refund Application Form

Form: Withdrawal Refund application Form\_v2.0  
 Date Created: March 2012  
 Date Reviewed: September 2017  
 Version: 2.0

**PART A – TO BE COMPLETED BY LEARNER (Return to IRT Academy Administration)**

<b>Applicant Name</b>			
<b>DOB</b>			
<b>Postal Address</b>	Street		
	Suburb	State	Postcode
<b>Payment</b>	<b>Amount Paid: \$</b>		<b>Paid by:</b> Learner <input type="checkbox"/> Other <input type="checkbox"/>
	<b>Payer Name:</b>		
	<b>Payer Address:</b>		
<b>I wish to apply for course withdrawal/refund because</b>	Please tick one:		
	<input type="checkbox"/> I am withdrawing from the course but not applying for a refund. <input type="checkbox"/> I am withdrawing from the course and have provided written notice within three weeks of course orientation. <input type="checkbox"/> Other. Please specify and attach documents as evidence of claim (please see possible reasons on next page) <hr/> <hr/>		
<b>Have you attended any classes/sessions?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, last date of attendance: Day _____ Month _____ Year _____		
<b>Have you enclosed all course materials issued to you by IRT Academy?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, detail reasons: <hr/> <hr/>		
<b>Signature of Applicant</b>			

**Refunds will be made to the party who made the original payments**

<b>Bank Details</b>	Account Name:
	Bank Name:
	BSB No.:
	Account No.:

## PART B – IRT ACADEMY

<b>Approved</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Refund Amount: \$
<b>IRT Academy Signature</b>	
<b>If declined details reason(s)</b>	<hr/> <hr/> <hr/> <hr/>

### REFUNDS - Conditions

**A refund of all or part of IRT Academy fees may be given in the following situations:**

- IRT Academy cancels a course enrolled in by the student/learner.
- IRT Academy has cancelled the course you have enrolled in.
- You formally advise IRT Academy administration, before the class schedule commences and with no attendance or participation in training, of your intent to withdraw from the course.
- You made a full-year payment and withdrew with no attendance or participation in training from the midpoint of the training schedule. In this instance we will consider if you are eligible for a refund for that portion. This will not apply to the Concession fee.
- The IRT Academy Administration Coordinator or General Manager determines that you would be unreasonably disadvantaged if you were not granted a refund.
- Extended hospitalisation or illness (2 weeks minimum) supported by a medical certificate and resulting in extended absence from classes.

We will generally not provide a refund in the following instances: job change, change in work hours, inconvenience of travel to Academy.

***Employer Supported Learners***

Where an employer is financially supporting their employees to enrol in an IRT Academy course, the fees are not transferable or refundable unless IRT Academy and the employer reach a written agreement.

***Private Individual Learners***

A course refund will be given only when we have received notice before the class schedule commences and with no attendance or participation in training, of your intent to withdraw from the course.

If notice is provided outside this period, no refund will be available.

**ALL**

A \$100.00 administration and postage fee will be charged for processing a refund.

Learners are to return all issued course material in good condition. Where course materials are not returned or are received in used/poor condition, the course fees paid will be refunded less a charge for replacement. This charge will be determined on a case by case basis by IRT Academy.

### STUDENT/LEARNER PRIVACY

Information collected by IRT Academy during an individual's enrolment and course attendance will be used for Academy administration, identification, communication, state and federal government reporting, program monitoring, evaluation, surveys and Registered Training Organisation regulatory purposes.

The information may be disclosed to Centrelink, Department of Veterans Affairs, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship or other Government Departments as per funded program requirements.

While the information requested on this form is not required by law, it is a requirement of IRT Academy and your enrolment will not be accepted and processed if it is not provided.

You may update your personal details with IRT Academy by contacting IRT Academy Administration.