



Refund Request Form

Student First Name			
Last Name		Mobile:	
Email :			
Course Name:		Start Date	
Reason for Refund: • Don't wish to Continue the course		• Personal Reasons • Others	
Total Fee Paid		Non-Refundable: Banking & Admin Charges. Short Courses \$25 Security Course \$50 + Course Material \$245	
Refunds will only be paid via electronic transfer after approved by admin staff. Depending on the banking, ABCA will refund the amount in the nominated account OR from the account where the initial payment was made. Please provide full details of your bank account for deposit.			
Bank Name:			
Account Name:			
BSB Number:			
Account Number:			
Note: A refund takes up to FIVE (5) working days.	DATE: Email sent to ABCA for a refund request:	Student Signature:	Type your name in the box
Complete the Refund Form, take a PHOTO or SCAN and send it via email to: info@alphabetacollege.edu.au			
Admin Approval			
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
Total Fee received			\$
Non-Refundable: Banking & Admin Charges (Short Course \$25 – Security Course Induction \$50)			<input type="checkbox"/> \$ -25 or <input type="checkbox"/> \$ -50
Non-Refundable Course Material: Security Course (\$245)			<input type="checkbox"/> \$ -245
Full Refund	<input type="checkbox"/> The refund requested is 10 business days before the initial class start date. <input type="checkbox"/> Course Cancel by ABCA.		\$
75% Refund	The refund requested is 09 business days or less before the initial class start date.		\$
No Refund	A refund is requested on or after the class start date.		\$
Approved Refund			\$
Admin Sign:		Process Date:	