Alpha Beta College Australia
RTO # 45195 – CRICOS# 03975J
www.alphabetacollege.edu.au

Tel: 1300 828 690
Sydney: 0434 999 123
0424 622 611

Refund Request Form

First Name:	

Last Name		Mobile:	

Email :	

Course Name:		Initial Course Start Date	

Reason for Refund:

- Don't wish to continue the course ☐
- Personal Reasons ☐
- Others _____

Total Fee Paid		Non-Refundable: Banking & Admin Charges. Security Course **$50** – Short Courses **$25**

Refunds will only be paid via electronic transfer after being approved by the 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 the deposit.

Bank Name:	
Account Name:	
BSB Number:	_____ _____ _____ _____ _____ _____ _____
Account Number:	_____ _____ _____ _____ _____ _____ _____ _____ _____

Job Providers ONLY Client Reference 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

☐ Approved   ☐ Not Approved

	Total Fee received	**$**
Non-Refundable Banking & Admin Charges (Security Course **$50** – Short Courses **$25**)		☐ **$ -50** or ☐ **$-25**
Full Refund	☐ The refund requested is 10 business days before the initial class start date. ☐ Course canceled by ABCA.	**$**
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:**	