|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDENT DETAILS** | | | | | |
| **Student Name** |  | **Date** | | |  |
| **Email** |  | **Phone** | | |  |
| **Course Name** |  | | **Date** |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I request a refund for the following | | | | | | | | | |
| **Invoice Number** | |  | | | | **Amount** | |  | |
| **Payment Method** | | | | | | | | | |
| * Paypal | * Bank Transfer | | | * Online | | | * Credit Card | | * Cash |
| Please provide a reason for the refund request. (Please attach any supporting documentation) | | | | | | | | | |
| **ACKNOWLEDGEMENT** | | | | | | | | | |
| I understand that my request for a refund will be processed in accordance with the Empowered Training Refund Policy. | | | | | | | | | |
| **Signature Date** | | | | | | | | | |
| **OFFICE USE ONLY AUTHORISATION** | | | | | | | | | |
| **Reason for Refund** | | | | | * Withdrawal * Transfer * Cancellation * RTO Cancellation * Other | | | | |
| **Refund Is** | | | | | * Approved * Denied * Adjusted to $ | | | | |
| **Name** | | | **Signature** | | **Position** | | | **Date** | |