



## APPLICATION FOR REFUND - WITHDRAWAL/DEFERAL FORM



**Please Note:** Applications for refunds may take up to 5 working days to be processed. We do not provide refunds in cash. Refunds will only be processed into a clients account.

Course Name: \_\_\_\_\_  
 Course Code: \_\_\_\_\_  
 Course Start Date: \_\_\_\_\_  
 Trainer/ s: \_\_\_\_\_  
 Student Name: \_\_\_\_\_  
 Company Name: (if applicable) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Reason for: Refund and Withdrawal  Deferral  (please give your reason for withdrawing with a refund or deferring):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please provide your account details below for Direct Deposit.**

Name on Account: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 BSB Number: \_\_\_\_\_  
 Account Number: \_\_\_\_\_

**Office Use Only: Outline action taken and outcome.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Refund: Paid  Not Paid  Date Paid: \_\_\_\_\_

Deferral: Fee Held in Trust

Star Training Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_