



APPLICATION FOR REFUND

This form is to be completed if you are applying for a refund for a unit of competency or a full qualification. Please refer to the Attendance Policy in the Student Handbook before completing the form. The completed form and supporting documents must be submitted to RTO Coordinator or Chief Executive Officer in person at the Academy (82 Hindley Street, Adelaide) or via email to enquiries@barbery.com.au. Please note that depending on when you lodge your refund application, you may be liable financially for any outstanding fees in accordance with the attendance and refund policies.

SECTION 1: PERSONAL DETAILS

First Name	Surname	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
Qualification Code <small>(Example: SHB30516)</small>	Qualification Title <small>(Example: Certificate III in Barbering)</small>	
<input type="text"/>	<input type="text"/>	
Unit Code <small>(Example SHBH CUT007)</small>	Unit of Competency Name <small>(please refer to page 2 to this form if you are seeking a refund for more than one unit of competency)</small>	
<input type="text"/>	<input type="text"/>	

SECTION 2: REASON FOR REFUND

Do you have any outstanding fees? Y/N if yes course fee amount \$ _____

1. Withdraw from the course

Course Code: _____ Course Title: _____

2. Cancellation of enrolment (by the Academy)

3. The Academy cancelled the program or unable to provide the program (provider default)

4. Student overpaid

5. Other:

Did a third party pay your fees? If so please, detail: _____

I hereby affirm the information provided within this form to be true and accurate. I have read and understood the refund policy and that all payments from this time on will be paid according to this information. If any changes need to be made, I will inform Barbery the Craft of a Barber Academy in writing to enquiries@barbery.com.au

SECTION 4: DECLARATION

Student Signature	Student Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

I am the parent/guardian signing on behalf of an under 18 student

Parent/Guardian Signature	Parent/Guardian Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

