

Timestamp	Email Address	Name	Phone No.
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Mobile No.

Course Code

Enrolment Date

Invoice No.

Amount Paid	Type of refund	Course Start Date	Reason for Cancellation
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Course Start Date	Original Course (Course Code)	Transfer to (Course Code)	Reason for Transfer
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Course Start Date	Have you completed the Withdrawal from Training	Course Already Started	Course Start Date
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Units Approved for RPL	Date of Approval	I understand that my request for a refund will	Date Contacted

Type of Refund	Eligibility	Refund Amount	Refund Method
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Comments / Notes	Reviewed by	Date Reviewed	Decision

Approved by	Date	Reason for Decision	Requested by

forwarded to finance	Date released	Turnover time
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