

Refund Request Form

By filing in this form, you are applying for a part or full refund of fees. Each refund request is looked at on an independent basis.

Refunds will be processed in Australian Dollars, unless agreed by MiHaven Training. Please note, all refunds incur a non-refundable administration fee of \$15.00. If a student is eligible for a refund of tuition fees that were paid using a credit card, the refund will be credited back into that credit card account, less any transfer fees incurred by the transaction.

Costs will be refunded on a unit-by-unit basis for all non-commenced units as per Training Schedule as outlined in the refund policy.

A response will be issued to you within 10 business days and if successful, a refund will be made as per the refund policy and depending on the circumstances.

STUDENT CONTACT DETAILS

Student Name			
Email address <i>(Compulsory for EFT payment)</i>			
Mobile No.			
Mailing Address			
		Postcode	

REFUND REQUEST DETAILS

Refund of credit balance *(excess payment)*
 Cancellation of program *(please attach withdrawal form)*

(Reason for refund request):

PAYMENT DETAILS FOR EFT REFUNDS

EFT Details	Account name / Company name	
	BSB	
	Account number	

AUTHORISATION / SIGNATURE

I authorise MiHaven Training to pay into this bank account as per my instructions (EFT only)

Signature		Date	
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OFFICE USE ONLY

REFUND TO STUDENT

Total amount	\$		
Invoice number <i>(Reference)</i>		Total deposit paid	\$
No. of units completed		Units completed	- \$
Refund type	<input type="checkbox"/> EFT <input type="checkbox"/> Cash	Admin fee	- \$
Reference no.		Total refund amount	\$
Authorised by:		Date:	

REFUND TO THIRD PARTY

EFT Details	Account name / Company name		
	BSB		
	Account number		
Invoice number <i>(Reference)</i>		Total Amount	\$
No. of units completed		Units completed	- \$
Refund type	<input type="checkbox"/> EFT <input type="checkbox"/> Cash	Admin fee	- \$
Reference no.		Total refund amount	
Authorised by:		Date:	