If you need to request a refund for any course, please fill out the below form and email to: [admin@affordableindustrytraining.com.au](mailto:admin@affordableindustrytraining.com.au) The Admin team will review it and contact you.

1. Section one of the form can be either complete electronically or manually
2. Return the completed form to admin@affordableindustrytraining.com.au
3. please a full written reason why and any evidence to support your claim.
4. management will sign off for approval and AIT will refund the identified amount to your bank account within 10 working days . AIT administration will review the information and provide you with an outcome within 10 working days.

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| Learner Name |  | | | | | | Date of Request |  | |
| Qualification Name |  | | | | Qualification Code | |  | | |
| Date Of Birth | |  |  | | | | | | |
| Learner Address |  | | | | | Post Code |  | | |
| Learner Phone |  | | | Learner Email |  | | | | |
| **This Section to be Completed by an Administrative Officer** | | | | | | | **Learner to verify completed units** | | |
| Unit Code | Unit Name | | | | | | YES | | NO |
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| ***Details of Cancellation:***  I wish to cancel the course on (date): ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  The reasons for cancelling training is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| ***Management Approval***  The cancelation of the training has been approved and the refund calculated is correct and approved to be collected or refunded back to the learner.  Name of person signing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: Date: |
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| ***Learner Acceptance***  By signing below I understand that I am agreeing that the units listed are correct and I have no other claims to units to be handed in. I also confirm the monies listed are owed (By myself to AIT) / (By AIT to me). By signing this document I understand that if the monies listed are owed by myself I am required to pay this amount back to TLC.  Name of person signing:  Signature: Date:  ***Deposit refund:***  ***BSB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***A/c: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Bank name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |