Skills Click
Better Skills Better Future

15 Hawker St, Airport West VIC 3042, Australia
(03) 9995 2359 | info@skillsclick.edu.au | www.skillsclick.edu.au
RTO: 45377 | CRICOS: 04211A | ABN: 78 608 602 526

REFUND REQUEST FORM

Student Details		Refund Type
Admin Staff		☐ **Visa Refusal**
Date		☐ **Visa Renewal Refusal**
Name		☐ **Visa Breach of Condition**
Student ID		☐ **Withdrawal**
Course		☐ **Transfer**
Course Intake		☐ **Cancellation**

Section 1 — Refund Request	
Invoice Number	
Amount	
Reason for Refund (please attach any supporting documentation)	
Please enter your banking information in Section 2.	

Section 2 — Student Acknowledgement

I understand that my request for a refund will be processed in accordance with Skills Click PTY LTD's Refund Policy. I also understand that I shall have 20 working days to access the Complaints and Appeals process, should I not agree with the outcome or decision.

Banking Information for Refund Payment	
Account Name	
BSB Number	
Account Number	
Bank Name	
SWIFT / IBAN (international)	
Print Name	
Signature	

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Section 3 — Authorisation for Processing

Action to be Taken		
☐ Approve	☐ Denied	☐ Adjusted Amount
Comments		

Signed		**Position**	
Print Name		**Date Processed**	
Amount to be Refunded			

Admin Use Only

Refund Register				
Logged in Refund Register	☐ Yes	☐ No	Date	
Logged By			Signature	
Formal Letter Sent				
Formal Letter Sent	☐ Yes	☐ No	Date	
Logged By			Signature	
Appeal of Decision				
Appeal Lodged	☐ Yes	☐ No	Date	
CAF Number			Date	