

Training Cancellation / Withdrawal / Refund Form (FOR205)

PROGRAM DETAILS

Training Program Name:

Delivery option: ☐ Face to face ☐ Distance learning ☐ RPL

STUDENT INFORMATION

Name (full legal):

Birth Date:

Postal Address:

Postcode:

Street address:

Postcode:

Ph:

Email:

Reason for withdrawing from training and cancelling enrolment:

REFUNDS

Refunds will be considered on a case by case basis and dependent on the stage of which your training is at. Refunds will be discussed between Master Builders and you at the time of cancellation. Refunds are not automatically granted. Students are expected to apply to Master Builders for a refund to be considered. Refer to the Refund Policy for further information.

I wish to be considered for a refund (select one from below):

☐ Cancelling more than 5 days before commencement

☐ Cancelling less than 5 days before commencement (*this will be forwarded to Manager – Training & Licensing for consideration*)

☐ Withdrawing from Training that has commenced

If your refund is approved please provide bank account details and email address.

Bank:

BSB No.:

Account No.:

Account Name.:

Email:

SIGNATURE

Signature:

Date:

For students under 18, this enrolment must be approved by a parent or guardian. Please have them sign below:

Guardian name:

Guardian signature:

Date:

OFFICE USE ONLY

Student initiated withdrawal and cancellation: ☐

Master Builders initiated withdrawal and cancellation: ☐

Reason for withdrawal and cancellation

Refund decision approved: ☐

Amount: \$

Refund decision not approved: ☐

Reason:

Date cancellation accepted:

Date forwarded to Manager
– Training & Licensing:

Date SMS Updated: