

# FO – 20 Refund Request Form



Complete this form and submit via email to: info@mytradestart.com.au or fax to 02 9687 3069, or mail to PO Box 1456 Parramatta BC NSW 2124.

Please refer to the My Trade Start Student Handbook for additional details on refunds.

Student Details			
Student Name:			
Date of Birth:		Contact Phone Number:	
Current Address:			

Refund Details		
<b>Reason for Refund - Please tick the appropriate box, or provide details in the space below.</b>		
Overpayment:	<input type="checkbox"/>	<b>Other (Please Provide Details):</b>
Cancellation of Enrolment:	<input type="checkbox"/>	
Withdrawal from Course:	<input type="checkbox"/>	

*Please Note: My Trade Start will do the utmost to protect all personal information. Please refer to the My Trade Start Privacy Policy. Alternatively, you may call My Trade Start and give these details over the phone: (02) 9891 6900.*

Bank Account Details			
<b>Please note that refunds will only be paid directly into your bank account.</b>			
Account Name:			
BSB:		Account No:	

**Student Statement:** I declare the information I have provided on this form is true and correct.

Student Signature:		Date:	
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## OFFICE USE ONLY

**RTO Authorised Delegate Approval:** Based on the information provided above this application has been approved.

RTO Delegate Signature:		Date:	
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Action Required		Signature	Date
Accounts	Proof of payment attached		
Financial Controller	Refund approved		
Accounts	Refund paid – receipt attached		
Accounts	Copy filed in RTO records		