



REFUND REQUEST FORM

Student Name			
Student ID	MA	Contact No.	
Course name (List ALL courses enrolled)	☐ ELICOS ☐ SIT30821 Certificate III in Commercial Cookery ☐ SIT40521 Certificate IV in Kitchen Management ☐ SIT50422 Diploma of Hospitality Management ☐ BSB50420 Diploma of Leadership and Management ☐ BSB60420 Advanced Diploma of Leadership and Management ☐ BSB80120 Graduate Diploma of Management (Learning) ☐ CPC30220 Certificate III in Carpentry ☐ CPC30620 Certificate III in Painting and Decorating ☐ CPC31020 Certificate III in Solid Plastering ☐ CPC31320 Certificate III in Wall and Floor Tiling ☐ MSF30422 Certificate III in Glass and Glazing ☐ CPC50220 Diploma of Building and Construction (Building)		
Intended date of withdrawal			
☐ I have read the Marriott Academy's Fees and Refund Policy and Procedure, and I understand that my application for refund will be processed in accordance with said policy and procedure.			

Indicate the reason(s) for requesting a refund:	
☐ Visa refusal/cancellation ☐ Medical (please provide documentary evidence) ☐ Financial circumstance/hardship (please provide more details in Additional Information section) ☐ The course has been cancelled ☐ The course has been rescheduled to a time and location that is unsuitable (please provide more details in Additional Information section) ☐ I have withdrawn from the course (<i>Withdrawal Form</i> must be submitted together with this form) ☐ Other reason(s): _____ _____	Provide Additional Information for request for refund (If you have withdrawn from the course, please provide details of the reasons for your withdrawal. Marriott Academy may request supporting documentation in certain circumstances, such as withdrawals due to medical reasons): _____ _____ _____



Account details to refund to:

Financial Institution name	
Name on account	
Relationship to the student (if not student's account)	
Branch	
BSB	
Account Number	
International Accounts - Swift code	
IBAN	

Student signature		Date	
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OFFICE USE ONLY

Date and amount received from student	
Refund deductions by Marriott Academy (amount and description)	
Amount to be refunded	From TPS? ☐ Yes ☐ No

MANAGER'S APPROVAL

☐ Refund approved	☐ Refund not approved
Reason for non-approval:	
Manager Name and Department:	
Manager signature	Date

FINANCE

Refunded	☐ Yes	☐ No
Refund amount	\$	
Refunded by (signature)		
Refunded by (name and designation)		
Date refunded		