



## Application for Refund of Course Fees

<b>Name of Participant:</b>			
<b>Address:</b>			
<b>Refund Application Date:</b>		<b>Participants Signature:</b>	
<b>Course Name, Code and Venue:</b>			
<b>Reasons refund:</b>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Attach further details if this is insufficient space)</p>		
<b>Reason Accepted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Course Fees Paid:</b>			
<b>Course Commencement Date:</b>		<b>Course End Date:</b>	
<b>Receiving Staff Member Name:</b>			
<b>Staff Signature:</b>		<b>Date:</b>	

**Office Use Only**

<b>Course Fees Paid:</b>	\$	
<b>Less 30%:</b>	\$	
<b>Balance of Fees:</b>	\$	
<b>Original Payment Reference:</b>		
<b>Refund Processed Date:</b>		
<b>Amount Refunded:</b>	\$	
<b>Refund Reference:</b>		
<b>Additional Comments:</b>		