



Refund Request Form

Endorsed: May 2014

Version: 2.0

If you wish to apply for a refund of course fees paid to *Essential Skills Training & Recruitment*, please complete this form and return to our office. Each refund request is assessed on an independent basis. You will receive a response with 10 working days.

Name:

Date:

Qualification:

Employer:

Contact Number:

Amount of Refund Requested: \$

Please detail in full, your reasons for requesting a refund

Signature: _____

Office Use Only
Date Request Received:
Request processed by:
Outcome:
Authorised by:
Date issue closed out: