Refund Request Form

MPA SKILLS
TRADE TRAINING + EMPLOYMENT

Section 1 – Client Details

Name:		Date:	/ /
Phone:			
Email:			
Course:		Course Date:	/ /

Section 2 – Refund Details

Type of Refund:

☐ Withdrawal ☐ Cancellation ☐ Transfer ☐ Other (please specify)

Invoice Number:		Amount:	$

Reason: (Please attach any supporting documentation)

Acknowledgement

I understand that my request for a refund will be processed in accordance with the MPA Skills Refund Policy.

Signature		Date:	/ /

Admin Use Only

Section 3 – Authorisation

This request has been:

☐ Approved ☐ Denied ☐ Adjusted to **$**

Comments/ Reason for decision / Calculations of Refund:

Refund Method:

☐ EFT / Credit Card ☐ Cheque ☐ Credit to Corporate Account

Notification sent:	☐ Email ☐ Letter	Date sent:	
Admin Name:		Signature:	
Position:		Refund Date:	/ /
Refund Number:			