





Refund Details – if applicable			
<b>Please tick:</b>	<input type="checkbox"/> <b>Refund</b>	<input type="checkbox"/> <b>Credit Note</b>	
<b>Preferred Method of Refund (tick):</b>			
<input type="checkbox"/> Cheque			
<input type="checkbox"/> Credit Card	Master Card / Visa <i>(circle one)</i>	Card No:	Expiry Date:
<input type="checkbox"/> Bank Deposit	BSB:	Account No:	Bank:
Account Name in Full:			

Office Use Only: Withdrawal and Other Reason	
Date Received: _____	
<b>Approval/Not Approval Decision:</b>	
<b>Tuition Fees</b> <input type="checkbox"/> Full Refund <input type="checkbox"/> Partial Refund – Specify: <input type="checkbox"/> No Refund – Specify:	<b>Material Fees (where applicable)</b> <input type="checkbox"/> Full Refund <input type="checkbox"/> Partial Refund for Material <u>not</u> issued <input type="checkbox"/> No Refund – Specify:
<b>CEO:</b> <input type="checkbox"/> Refund Approved <input type="checkbox"/> Refund Not Approved  <b>Date:</b>  <b>Signature:</b>  <b>Finance Officer</b> <input type="checkbox"/> Refund Approved <input type="checkbox"/> Refund Not Approved <b>Date:</b>  <b>Signature:</b>  <b>Date student, employer (where fees paid by employer) or school (for VET for School students) notified of decision:</b> _____	<b>Office Use Only (Finance)</b>  <b>Refund Amount: \$</b> _____  <b>Refund No:</b> _____  <b>Change of Enrolment Actioned:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Processed by:</b> _____
<b>For Skilling South Australia students: Training Account has been rendered as inactive.</b>  <b>Date actioned:</b> _____ <b>LITA Training staff members initials:</b> _____	
<b>For VET for Schools students: the home school has been notified in writing of the student's withdrawal.</b>  <b>Date actioned:</b> _____ <b>LITA Training staff members initials:</b> _____	