



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