

Refund Request Form

By completing and submitting this form, you are requesting a refund of fees paid to Belgravia Academy, either in full or in part.

Please note that each refund request is considered on a case-by-case basis and must be submitted within the relevant timeframe specified in the Fees and Refund Policy. This form should be lodged with administration staff at admin@belgraviaacademy.com.au. The staff will confirm your enrolment details and circumstances before submitting the request to the RTO General Manager for a final decision.

Belgravia Academy aims to respond to refund requests within 10 business days of receiving the completed form. If your refund request is approved, the refund will be made according to the applicable provisions of the Fees and Refund Policy, depending on the specific circumstances of your case.

Student Name		Date	
Contact Number			
Contact Email			
Course Enrolled			
Course Start Date			

Please detail in full the reason for the refund request:

Signature: _____

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OFFICE USE ONLY

Belgravia Academy has issued a refund: Yes No

The following reason were given for not granting a refund:

Date if refund issued:

Amount of refund:

Authorised By:

Date: