

Australian College for Excellence(ACE)

Achieve your goals through excellence

ABN No: 99 625 415 849 RTO No: 45577 CRICOS No: 03823C



Refund Application Form

Note to Students

Students who want to apply for refund should fill this form and submit to ACE RTO Manager

Personal Details

Given Name		Surname		Student ID	
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Contact Details

Address					
Suburb		State		Postcode	
Home Phone		Mobile		Email	

Course Details

Course Code		Course Title	
Start Date		End Date	

Reason for Refund

Reason for Refund Request: (Please provide short summary of reasons for requesting Refund and attach supporting document if relevant).

Bank Details for Refund

Amount of Fees Requested	\$ (AUD)	Bank Name			
Account Name		BSB		Account No.	

Office Use Only

Date Received:		Received By:	
Refund amount approved:		Approved By:	
Date Processed:		Processed By:	
Payment Advice Number:		Payment Processed By:	
Date of Correspondence sent to Student:		Sent By:	

ACE – Refund Application Form	RTO: 45577	CRICOS Provider: 03823C	V1.0	JANUARY 2021
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