Request for Fee Refund Form

In order for a refund to be considered, the request must be based on valid reasoning, and will be considered subject to the conditions outlined in the Student Handbook. You must ensure that you have read and understood these conditions before submitting this form. This form must be filled out in order for RETS to consider a request for a fee refund. Once complete, please email to admin@rets.com.au along with sufficient evidence to support your request, for example, medical certificates and so on.

Student Details

Full name:	
Address:	
Phone:	
Email:	

Request for Fee Refund Details

Grounds for Request for Fee Refund	☐ Serious Illness or Medical Condition
	☐ Crisis Situation
	☐ Significant Hardship
	☐ Other - please specify:
Please explain (in as much detail as possible) the reason for your Request for Fee Refund	
What evidence have you provided to support your Request for Fee Refund? All evidence must be attached.	

Course you enrolled in	☐ CPD (non-refundable admin fee of $55)
	☐ SoA/Cert of Reg (non-refundable admin fee of $110)
	☐ Cert IV/Licence (non-refundable admin fee of $220)

Any additional information or comments to support your Request for Fee Refund	

Student Bank Account Details	Bank name:
	Account Name:
	BSB:
	Account Number:

Student Declaration

Name:	
Signature:	
Date:	

OFFICE USE ONLY		
Date student commenced:		
Progress %:		
Reviewed by:		
Position:		
Outcome:	☐ Approved	☐ Declined
Signature:		
Date:		
MD Approval:		
Refund Amount:		
Comments:		
ACCOUNTS USE ONLY (if approved)		
Date refund processed:		
Method of payment:		
Amount refunded:		
Name:		
Signature:		
Date:		