

Refund Request Form				Refund No.
<b>Section 1 – Client Details</b>				
Name:		Date:	/ /	
Contact Tel:		Mobile:		
Email:				
Course:		Course Date:	/ /	
<b>Section 2 – Refund Details</b>				
I request a refund for the following:				
Invoice Number:				
Amount:	\$			
Reason: (Please attach any supporting documentation)				
<b>Acknowledgement</b>				
I understand that my request for a refund will be processed in accordance with the IOGTA Refund Policy.				
Signature		Date:	/ /	
<b>Section 3 – Authorisation</b>				
Please tick the type of Refund:				
<input type="checkbox"/> Withdrawal		<input type="checkbox"/> Cancellation		
<input type="checkbox"/> Transfer		<input type="checkbox"/> Other (please specify)		
This Refund amount is :				
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED		<input type="checkbox"/> ADJUSTED TO \$
Comments/ Reason for decision / Calculations of Refund				
Refund Method is :				
<input type="checkbox"/> EFT / CCard		<input type="checkbox"/> Cheque		<input type="checkbox"/> Credit to Corporate Account
Signed:		Position:		
Print Name:		Date Processed:		

Admin Use Only			
<b>Logged in Refund Register:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b> / /
<b>Logged By:</b>			<b>Signature:</b>
<b>Formal Letter/Email Sent:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b> / /
<b>Sent By:</b>			<b>Signature:</b>