

PP005F WITHDRAWAL / REFUND APPLICATION FORM

If a learner wishes to withdraw from a Quality Service Skills course, the following form must be completed and returned to QSS as soon as possible. Any potential refund payable is subject to the return of this form. Please see our *PP005 Fees, Refunds and Fee Protection Policy*, or the Student Handbook, for additional information. Both of these documents can be found on our website www.qss.edu.au or by emailing jackie@qss.edu.au for a copy to be posted or emailed to you.

Please note: If you are unable to complete this form, at a minimum you must email the details below to jackie@qss.edu.au. Any potential refund payable will be *processed* from the date we receive your email, but only after we receive your official withdrawal. Emails alone are not acceptable.

Withdrawal Form			
Student Name			
Course enrolled into			
Commencement date		Date of last attendance / commencement into online module	
Student contact phone		Contact email	
Reason for withdrawal			
Date of last invoice		Have you paid the invoice?	
<p>I understand that any potential refunds due are payable to the student, organisation, employer or third party who paid the invoice. If I (the student) have paid the invoice, my bank account details for any refund payable are located below. I understand these details will not be seen by anyone except QSS Admin staff for processing, and this information will be destroyed once the any refund is paid.</p>			
Invoice made out to:			
Bank Account Name:			
BSB:		Account Number:	
Signature of student			
Any other notes of importance			

Please return this form to jackie@qss.edu.au or by post to PO BOX 47R REDAN VIC 3350