

Refund Request Form

All refund are subject to the terms and conditions outlined in the RED MAKO LEARNING PTY LTD [Refund Policy](#) and [Student Handbook](#). Lodging a refund application does not automatically imply that a refund will be granted. Each refund application will be individually assessed for eligibility.

Complete and return this form to studentsupport@redmako.com.au

STUDENT DETAILS:

First Name: _____

Last Name: _____

Email: _____

Course: _____

Mobile: _____

Reason for refund:

Please provide any supporting documents as evidence e.g., medical certificate.

Amount paid: \$_____

By signing below, I confirm that:

- I have read and understand the [Refund Policy](#)
- My refund may be refused if the information I have provided is inaccurate or incomplete.
- The completion of this form does not automatically cancel my enrolment. To cancel my enrolment, I will need to complete a Enrolment Amendment Form that can be found on [REDMAKO LEARNING RTY LTD website](#).
- REDMAKO LEARNING PTY LTD may contact me to request further clarification or information before my refund is processed.

Parent/Guardian Signature: _____

Date: __/__/__

WHAT HAPPENS NOW:

- Upon submission of this form it will be escalated to the REDMAKO LEARNING PTY LTD TRAINING MANAGER for final authorization.
- You will be notified in writing of the outcome of the application with 7 working days of receipt of this form.
- If you are not happy with the decision made please refer to our [Appeals Policy](#).
- If your request for a refund is successful, please allow up to 4 weeks for your payment to be processed.
- If successful in your request, you will need to provide the Bank Details for the payment to be made.
- Fees paid on behalf of the student by a Third Party will be refunded into the account of that Third Party.

REFUND DECISION (office use only):

Processed by: _____

Position: _____

Refund Approved: Yes No

If no, please provide details:

Amount Approved: \$ _____

Amount withheld: \$ _____

Date Parent/Guardian notified of decision: __/__/__

Date refund processed: __/__/__

Signature: _____

Date: __/__/__