



<b>Title:</b>		<b>Participant Refund</b>			<b>FORM TA 3.14.01</b>	
<b>PARTICIPANT DETAILS</b>				<b>Participant ID</b> <small>(Office Use Only)</small>		
<b>Surname</b>				<b>First Name</b>		
<b>Address / Community</b>						
		<b>Suburb</b>		<b>State</b>	<b>Post Code</b>	
<b>DOB</b>				<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Contact No.</b>				<b>Email:</b>		
<b>Company name</b>				<b>Start date</b>		
<b>Course Title &amp; Course Code</b>						
<b>DETAILS OF FEES PAID</b>						
<b>Fees Paid</b>		<b>\$</b>		<b>Date Paid</b>		
<b>Method of Payment</b> <small>(✓ appropriate box)</small>		<input type="checkbox"/> Cheque <input type="checkbox"/> EFT <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card				
<b>Reason For Refund</b> <small>(✓ appropriate box/s)</small>		<input type="checkbox"/> Not satisfied with course <small>(course does not fulfil course outline)</small> <input type="checkbox"/> Unable to start course <small>(notice given 8+ days prior to course start date)</small> <input type="checkbox"/> Course cancelled <small>(by Progressive Training (WA) Pty Ltd)</small> <input type="checkbox"/> Other <small>(state reason):</small> _____				
<b>DETAILS OF REFUND</b>						
<b>Refund Details</b> <small>(✓ appropriate box)</small>		<input type="checkbox"/> Cheque <input type="checkbox"/> EFT <small>(complete the following):</small> Account Name: _____ Account Number: _____ BSB Number: _____				
<b>Please Note:</b> Participants requiring a refund will be charged an administration fee to cover costs incurred (unless course cancelled by <i>Progressive Training (WA) Pty Ltd</i> ).						
<b>Admin Fee:</b> 10%		<b>\$</b>		<b>Total refund:</b> <b>\$</b>		
<b>Transfer Fees:</b> Participants preferring to transfer fees to another course instead of receiving a refund can apply by providing the new course title and code, and preferred month of training below.						
<b>New Course Title</b>						
<b>New Course Code</b>				<b>Preferred Month</b>		
<b>Participant Signature</b>				<b>Date</b>		
<b>OFFICE USE ONLY</b>						
<b>Authorised</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Amount Paid</b> <b>\$</b>		
<b>CEO/Director Signature</b>				<b>Date Paid</b>		