

Refund Request Form

You may use this application form to apply for a refund of tuition fees according to the procedures for doing so explained in the ACM Student Handbook. You will be notified of the outcome of the application within ten (10) working days. You have 20 working days to appeal against a decision made by ACM. Please refer to the student handbook for details of the ACM complaints and appeals policy and procedures.

Student Number Student Name

Date

Course

Reasons for your application (Please provide a brief explanation below for your application for refund and the amount of the refund).

Signature (Student)

Date

Request Ref No. (office use only)

Signature (RTO Manager)

Date