

# Refund Request Form

Careers & Internships Programs  
Please print in BLOCK LETTERS

## Personal details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other:
Family name:
Given names:
Address:
Email:
Telephone:

## Program details

Program name:
Intake date:
Trainer:
Discipline e.g. Accounting, IT:

## Type of refund / Amount

<input type="checkbox"/> Full refund <input type="checkbox"/> Partial refund
I hereby request a refund of \$

## Bank account/credit card details

Bank name:	
Account name:	
BSB no:	Account no:
SWIFT Code (Telegraphic Transfer only):	

Card type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Card holder name:
Card number:
Expiry date (MM/YY):
Validation code (3 digits on back of credit card):

## Reason for refund

Please state the reason for your refund below:

## Declaration

I hereby attach the following evidence to verify the validity of my refund request

- Photo identification
- Payment receipt(s)

I confirm that the bank account/credit card number listed on this form is the same account/card used to pay the initial fees.

### Applicant's signature

Date:

### State Operation Manager's signature

Date:

### Director, Careers & Internships signature (if applicable):

Date:

## INTERNAL USE ONLY:

Director, Navitas Professional Careers & Internships approval required?

Yes  No

## Please email the completed form to:

Navitas Professional Careers & Internships

**Adelaide**

E [adelaideadmin@navitas-internships.com](mailto:adelaideadmin@navitas-internships.com)

**Brisbane**

E [brisbaneadmin@navitas-internships.com](mailto:brisbaneadmin@navitas-internships.com)

**Darwin**

E [darwinadmin@navitas-internships.com](mailto:darwinadmin@navitas-internships.com)

**Hobart**

E [hobartadmin@navitas-internships.com](mailto:hobartadmin@navitas-internships.com)

**Melbourne**

E [melbourneadmin@navitas-internships.com](mailto:melbourneadmin@navitas-internships.com)

**Perth**

E [perthadmin@navitas-internships.com](mailto:perthadmin@navitas-internships.com)

**Sydney**

E [sydneyadmin@navitas-internships.com](mailto:sydneyadmin@navitas-internships.com)

T 1300 728 966

W [navitas-internships.com](http://navitas-internships.com)

Please see [Navitas Professional Fees and Charges, Refunds and Withdrawals Policy](#) for the refund policy for your program.