

Training Course Cancellation Form

Version 4. Issue Date: 05 Aug 2014

AUSTSWIM requires 48 hours notice prior to the course commencement date for any cancellations or transfers. There is no refund of money for courses not attended where AUSTSWIM has not been advised as above.

1	IS THE CANDIDATE'S ENROLMENT FORM ATTACHED? Yes / No	If yes, please go to number 4.
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2	CANDIDATE DETAILS								
First Name:				Surname:					
Address:									
Suburb			State			Postcode			
Phone No:	Home			Work			Mobile		

3	ORIGINAL PAYMENT AND COURSE INFORMATION					
Payment Method (Please tick correct method):					Payment Date:	Amount Paid:
<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque/Money Order/Cash <input type="checkbox"/> Purchase Order <input type="checkbox"/> Web Please provide credit card holder's name where the candidate's name is different to the credit card holder's name.						
Course code :		Course Date :		Venue:		

4	REASON FOR CANCELLATION (Eg: Medical/ change of mind/ any other)				

5	FEES APPLICABLE TO CANCELLATION (Please tick applicable box)				
<input type="checkbox"/> I acknowledge that there is a 10% of the enrolment fee for cancellation. <input type="checkbox"/> I request the cancellation fee be waived and have attached a Medical Certificate <input type="checkbox"/> An approval from AUSTSWIM has been sought prior to this form been lodged for approval of the cancellation fee to be waived					
_____			_____		
Applicant Signature			Date		

OFFICE USE ONLY			
Amount Refunded: \$		Type of Refund:	
Approved By:	Date Approved:	Processed By:	Date Processed:

PLEASE RETURN FORM TO THE AUSTSWIM BUSINESS CENTRE IN YOUR STATE

**AUSTSWIM NSW
BUSINESS CENTRE
PO BOX 6241
Baulkham Hills NSW 2153
Ph: 1300 885 666 or
(02) 9894 2077
Fax: (02) 8078 4254
Email: nsw@austswim.com.au**

**AUSTSWIM QLD
BUSINESS CENTRE
PO Box 631
Capalaba QLD 4157
Ph: 1300 885 666 or
(07) 3245 3595
Fax: (07) 3390 3965
Email: qld@austswim.com.au**

**AUSTSWIM VIC
BUSINESS CENTRE
PO Box 466
Ringwood VIC 3134
Ph: 1300 885 666 or
(03) 9870 4496
Fax: (03) 8456 6749
Email: vic@austswim.com.au**

**AUSTSWIM SA
BUSINESS CENTRE
PO Box 321
Henley Beach SA 5022
Ph: 1300 885 666 or
(08) 8354 0873
Fax: (08) 8353 3930
Email: sa@austswim.com.au**

**AUSTSWIM WA
BUSINESS CENTRE
PO Box 491
Leederville WA 6902
Ph: 1300 885 666 or
(08) 9328 2115
Fax: (08) 6272 0474
Email: wa@austswim.com.au**

