

Training Course Cancellation Form

Version 6. Issue Date: May 2017

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): <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.				Payment Date:	Amount Paid:
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 20% 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 BC
 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 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 Leaderville
 WA 6902
 Ph: 1300 885 666 or
 (08) 6272 0477
 Fax: (08) 62720474
 Email: wa@austswim.com.au

**AUSTSWIM VIC & TAS
BUSINESS CENTRE**
 Po Box 466 Ringwood
 VIC 3134
 Ph: 1300885 666 or
 (03) 9870 4496
 Fax : (03) 8456 6749
 Email : vic@austswim.com.au

