

Refund Form



Refund Form – How to use it (Do not return this page)

Please read carefully the information below before applying for a Refund.

Applying for a refund is your right and AMA RTO will take all the necessary steps to ensure your request is addressed in line with our refund policy.

To apply for a refund you need to complete and return this form to AMA RTO at admin@amarto.com.au

When can I get a refund?

Refund will be granted if you withdraw from your qualification before its nominal commencement date.

How much will I be refunded for?

You will receive a complete refund of all fees paid to AMA RTO minus \$250 to cover administrative costs.

What happens if I withdraw after the nominal commencement date of the qualification?

As a general rule, you will not be entitled to a refund. However, you are entitled to apply for a refund under special consideration in the case of severe illness, severe personal circumstance or natural disaster affecting your ability to continue your study. Please refer to our Fee, Refund and Fee protection policy for more information.

Can I sue this form to apply for Special Consideration?

Yes, you can use this form to apply for Refund under Special Consideration. Please make sure you attach the relevant documentation to this form if you decide to apply for special consideration.

AMA RTO approved the refund as a remedy for a complaint, why do I need to submit this form?

Simply put, this form will help us recording what happen and it will be used to ensure continuous improvement of our operations.

Please make sure you read and understood our complaints and appeal policy before submitting this document. Our withdrawal policy can be accessed at www.amarto.com.au

Please ensure that the form is completed and that details of the complaints have been provided. Providing as many details as possible will enable us to address the complaint in a fast and efficient way.

Refund Form



DETAILS OF THE PERSON APPLYING FOR REFUND			
Full Name:			
Address:			
Phone:		Email:	
Course:			

REASON FOR REFUND

- | | |
|--|---|
| <input type="checkbox"/> Withdrawal during cooling off period
<input type="checkbox"/> Withdrawal
<input type="checkbox"/> Other | <input type="checkbox"/> Refund following a complaint
<input type="checkbox"/> Special Consideration
<input type="checkbox"/> Tuition fees have been overpaid |
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ADDITIONAL INFORMATION TO SUPPORT THE REQUEST FOR REFUND
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REFUND DETAILS

- I am applying for a full refund
 I am applying for a partial refund

CT APPLICATION CHECKLIST	
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Please make sure all the boxes are ticked before you submit the application

<input type="checkbox"/> Yes	I have read and understood the AMA RTO refund policy
<input type="checkbox"/> Yes	The information provided are true and accurate
Participant Signature:	Date: