



Phone: 1300 885 695
 Level 1, 120 Chalmers Street
 Surry Hills, NSW 2010

Refund Request Form	
Given Name:	Surname:
Date of Birth:	Application Date:
Qualification:	
Phone:	Mobile:
Email:	

Reason for cancellation: please select the main reason you have decided to cancel your application, please also attach evidence to support your application if applicable (medical certificates and letters, etc)

Leaving the country	No reason	
Unable to provide evidence	Financial hardship	
Visa Issues	Prefer Course Study	
Career Change	Process more difficult than expected	
Medical condition	Incorrect advice at application	
Changed mind about qualification	Support services inadequate	
Other (please specify):		

If your reason for cancelling your application is not due to personal circumstances, please elaborate below:

Application Cancellation Conditions

If you wish to terminate your application within the first four (4) weeks from Application Date, you must notify Skills Certified Australia (SCA) in writing (“Cancellation Request”). A refund of the fees will only be issued if SCA receives the Cancellation Request within the Refund Period. This form must be completed in full and submitted to refunds@skillscertified.com.au within the Refund Period for Skills Certified to review.

The Refund Period is defined as twenty-eight (28) calendar days from the day that your application conditions have been met. The application conditions have been met when:

- a. You have accepted the terms and conditions of your Applicant Agreement;
- b. Skills Certified Australia has received your deposit or full payment, if paying in full

The Refund Period commences from the date that the final of the two conditions set out above have been met.

If you fail to notify SCA of your Cancellation Request within the Refund Period, you will not being eligible to receive a refund, unless otherwise stated in the terms of your Agreement.

Declaration

I have read the conditions and declare that the information I have provided is correct and complete. I understand that any application cancellation must comply with the terms and conditions of the application.

Signature _____ Date _____