



# Request for Refund

I, \_\_\_\_\_, hereby request a refund for the course titled  
\_\_\_\_\_. I am seeking \$ \_\_\_\_\_ refund.

The reason for my request is that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Dates \_\_\_\_\_

Course Director \_\_\_\_\_

## For Office Use Only

Recommended / Not Recommended \_\_\_\_\_  
Course Director (signed / dated)

Approved / Not Approved \_\_\_\_\_  
Vice President Education (signed / dated)

Refund Cheque Number \_\_\_\_\_

Amount of Cheque \_\_\_\_\_ If not the same as the requested amount, explain  
\_\_\_\_\_

Issue requires Corrective Action:      Yes      No

Corrective Action Form Completed: \_\_\_\_\_ -  
(date)