



REFUNDS PROCEDURE

Refunds Procedure	
PURPOSE	This process serves as the guide and reference document for the refunds processing of Energy Training Group. Changes to this procedure may only be made upon approval of the Energy Training Group Management.
ROLE UNDERTAKING TASK	Admin Team
DOCUMENT UPDATE	08 June 2020

Lodgement of Refund Request		
No.	Person/s Responsible	Steps to take
1	Student	(1) Client provides written notification of refund request via letter, email or completion of the Refund Request Form and Withdrawal from Training Form (if applicable).
2	Admissions Officer	(2) Once the Refund Form has been received, contact the student to determine if other options or pathways are suitable. (3) If student is withdrawing from commenced training, confirm with the student if a trainer and assessor has been in contact to discuss with him/her to determine reason for withdrawal and offer other options and pathways. (4) If the student has not been contacted, encourage him or her to continue training where possible and provide options or applicable pathways. (5) If student still decides to cancel or withdraw training, proceed to processing the refund.
Processing the Refund Request		
No.	Person/s Responsible	Steps to take
1	Admissions Officer	(1) Review the Refund Application Form. (2) Conduct refund eligibility assessment: <ul style="list-style-type: none"> a. <i>Determine when student was enrolled.</i> b. <i>Determine if student applied for refund within the "refund period" or beyond.</i> c. <i>Determine payment method.</i>



		<p>(3) Notify student that refund cannot be processed if the student is not eligible (beyond the “refund period”).</p> <p>(4) In situations where the student wishes to claim for refund and experiencing personal difficulties, or medical condition, provide the student information on how they can seek consideration from Management and required evidence needed.</p> <p>(5) Calculate refund if student is eligible.</p> <p>(6) Update the Energy Training Group Refund Register.</p> <p>(7) Request for approval from Energy Training Group Management before requesting for refund to be processed (<i>provide the Energy Training Group Manager the link to the Refund Register</i>).</p>
2	Administration Manager	<p>(8) Review the refund request form and other supporting documents (if applicable).</p> <p>(9) If a refund is due and approved update the Refund Register and provide instruction to admissions officer for processing.</p> <p>(10) If the refund is not approved update Refund Register and provide reason for decision.</p>
3	Admissions Officer	<p>(11) If refund is due proceed with processing the refund.</p> <p>(12) If refund request is not approved inform student including the reason for the decision.</p>
Finalising Refund		
No.	Person/s Responsible	Steps to take
1	Admissions Officer	<p>(1) Obtain student bank details (if applicable).</p> <p>(2) Process the refund in the SMS.</p> <p>(3) Update Debit Success (if applicable).</p> <p>(4) Update the Refund Register.</p> <p>(5) Send information to Accounts for processing (if applicable).</p> <p>(6) File all documentation on student file.</p> <p>(7) Inform student of the refund status and timeframes.</p>



VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
06/08/2020	Procedure Creation	360RTO Solutions	v.1.0	Date	Date