

Application for Refund Form

Reason for refund (please tick) Attendee Request SAI Cancelled Overpayment

The fields below must be completed in order for the refund to be processed:

Contact Details

Given Name		Surname	
Company		Contact phone number	
Accounts contact person			
Company postal address			
Purchase Order if required			

Section 1: Please indicate how the original payment was made:

- Online with Credit Card* If yes - please proceed to Section 3
 Other (Bpay / EFT/ Cheque / SWIFT / Purchase Order / Money Order) If yes - please complete Section 2

* If the payment was originally made with Credit Card online at www.saiglobal.com/courses SAI Global will issue the refund back to the same Credit Card. If this Credit Card is no longer valid (i.e. cancelled), your refund will be issued via EFT – and you will need to complete the form below.

Section 2: Please complete the EFT section below and provide proof of payment:

Account name			
Bank name			
BSB		Account number	
Swift code (overseas)			

Section 3: Signature

By signing and submitting this form, I confirm I am authorised on behalf of the above company to request this refund. Unsigned refunds will not be processed.

Signed		Date	
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Forward to: EMAIL training@saiglobal.com or MAIL GPO Box 5420, Sydney NSW 2000

Schedule of fees	Price
Transfer/Cancellation between 14-28 Days of Course date	10% of Course fee
Transfer/Cancellation between 1-14 Days of Course date	25% of Course fee
Change to replace attendee	\$50 incl. GST
Change to invoice after issuance	\$50 incl. GST
RPL application per unit of competency	\$350 incl. GST*
CT applications - unit on SAI scope	\$50 incl. GST
CT applications - not on SAI scope	\$150 incl. GST
Non-attendance at Course **	No transfers or refunds
Non-attendance at Webinar **	No transfers or refunds

* A special rate of \$75 per unit applies to RPL of the entry units for the Diploma and the Advanced Diploma of Work Health and Safety

** Where a Customer does not attend on the day of the Course or Webinar to which he or she has registered, no refunds or transfers to another Course or to the same Course on a later date shall be provided

SAI Global will process your refund in accordance with our terms and conditions available at:

<https://infostore.saiglobal.com/en-au/training-terms-and-conditions>

