



This form needs to be completed in full and submitted along with your Course Finance Sheet and Receipts PDF.

Course Name: _____ Course Leader: _____

Refund Scenario Determination

Please use the fields below to show which Applicants fall into which refund scenario. This form does not cater to situations where the course dates change. In these rare instances, the Course Director must work with HQ directly.

Scenario 1

If the Course Leader turns down an ELIGIBLE applicant, the applicant is entitled to a full refund – list the names of those applicants below.

Scenario 2

If the Course Leader turns down an applicant because they are NOT ELIGIBLE to attend the course, the applicant is entitled to a full refund less R30 – list the names of those applicants below.

Scenario 3

If an applicant cancels/withdraws from the course more than 14 days prior to the course date; the applicant is entitled to a full refund less R30 – list the names of those applicants below.

Scenario 4

If an applicant cancels/withdraws less than 14 but more than 7 days of the course starting; the applicant is entitled to a refund of 50% - list the names of those applicants below.

Scenario 5

If an applicant cancels/withdraws within 7 days of the course starting or does not arrive on course with no prior excuse/reason; no refund will be given - list the names of those applicants below.

Once this form has been submitted you must email the participants above and advise that they have five days to request the refund and provide banking details, otherwise their fee will be seen as a donation. The above is based on the [WC Refund Policy](#)