

Cancellation & Refund Application Form

Passenger details:

Last Name _____ First Name _____

Contact Number _____ E-mail _____

Submission Date _____

Ticket Details:

Airline _____ Date of Travel _____

E-Ticket Number _____ Reservation Number _____

Cancellation Amount to charge from credit card _____

Refundable Amount into my credit card _____

Passenger Bank Details:-

Bank _____ Account Name _____

BSB _____ Account Number _____

Customer Signature: _____

Date: _____

By completing and signing this application, you agree to the following:

"I request a refund for a ticket issued by Friends Travel. To my knowledge all the details I provided are correct."

"Submitting this application gives Friends Travel the authority to cancel my tickets & charge my credit card account or to subtract the fee from the total refund issued."

A. A refund may not be made if passport photocopy and other important documents are not attached.

B. Refund may be provided in the name of passenger only.

C. If any additional information is needed, our friendly consultant will be in touch with you.

***Important Note:** - Please attach all the relevant information and forms when submitting the above application.

Application will be returned to passenger if the required details/documentations are not completed. For example:-Death certificates, New ticket copy. **Passport photocopy (Photo page) is compulsory.**

*Please note that refund will take 12-16 weeks to process. Any enquiries please contact us or email to info@friendstravel.com.au