

STUDENT REFUND APPLICATION FORM

Use this form to apply for a refund of your tuition fees. There is no refund for resources or textbooks. Refunds will be granted according to the DVLC Fees Refund Policy. If you are claiming special circumstances, you will need to add supporting documents.

A STUDENT/COURSE DETAILS			
Student Name:			
Course Code and Name:			
Contact Phone:			
Email:			
B Reason for Refund (Please tick appropriate box)			
✓	Refund Reason	Refund Payable	Refund Arrangements
<input type="checkbox"/>	Student withdraws more than 7 days prior to course start date	Full refund of tuition fees less a \$20 administration fee	Paid within 14 days of application
<input type="checkbox"/>	Student withdraws less than 7 days prior to course start date	Full refund of tuition fees less a \$50 administration fee	Paid within 14 days of application
<input type="checkbox"/>	Student withdraws after course commencement	No refund	
<input type="checkbox"/>	Student withdraws after course commencement due to special and unpreventable circumstances e.g. illness, family or personal issues	Transfer to next available course, or a refund of unused tuition fees	Paid within 14 days of a fully supported application i.e. you have supplied all supporting evidence
<input type="checkbox"/>	DVLC is unable to commence a course for which you have paid tuition fees	Full refund of tuition fees or placement in an alternative course	Paid within 14 days of application
<input type="checkbox"/>	DVLC is unable to continue to deliver your course as agreed	Full refund of unused tuition fees or placement in an alternative course	Paid within 14 days of application
C Student Declaration and Signature			
<input checked="" type="checkbox"/> I declare that the information & documentation I have provided is true and accurate to the best of my knowledge, and I have not wilfully excluded any information <input checked="" type="checkbox"/> I have read and understood the DVLC Fees Refund Policy <input checked="" type="checkbox"/> I have read the DVLC Complaints and Appeals Process at www.dvlc.org.au <input checked="" type="checkbox"/> I understand that if there are any changes to the information provided by me in this form, I must notify DVLC immediately.			
Signature		Date	

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OFFICE USE ONLY		
Application received by:		
Name:	Signature:	Date:
Application approved by:		
Name and position:	Signature:	Date:
Comments:		
Tuition fees to be refunded:	Less administration fees:	Total refund amount: