

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 check the appropriate box <input checked="" type="checkbox"/>) | | | |
| <input checked="" type="checkbox"/> | 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 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 type="checkbox"/> I have read and understood the DVLC Fees Refund Policy | | | |
| <input type="checkbox"/> I have read the DVLC Complaints and Appeals Process at DVLC Website - Complaints | | | |
| <input type="checkbox"/> I understand that if there are any changes to the information provided by me in this form, I must notify DVLC immediately. | | | |



Diamond Valley Learning Centre

STUDENT REFUND APPLICATION FORM

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

OFFICE USE ONLY

Application received by details:

| | | | |
|-------|--|--|--|
| Name: | | | |
|-------|--|--|--|

| | | | |
|-----------|--|--|--|
| Position: | | | |
|-----------|--|--|--|

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

Application approved by details:

| | | | |
|-------|--|--|--|
| Name: | | | |
|-------|--|--|--|

| | | | |
|-----------|--|--|--|
| Position: | | | |
|-----------|--|--|--|

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

| | | | |
|-----------|--|--|--|
| Comments: | | | |
|-----------|--|--|--|

Refund details:

| | | |
|------------------------------|----|--|
| Tuition fees to be refunded: | \$ | |
|------------------------------|----|--|

| | | |
|---------------------------|----|--|
| Less administration fees: | \$ | |
|---------------------------|----|--|

| | | |
|-----------------------------|-----------|--|
| Total refund amount: | \$ | |
|-----------------------------|-----------|--|