

Where a fee-paying Student proceeds to request a refund of fees they must notify the College in writing. Written notification may be by completion and return of this 'Refund Request Form', and if appropriate the 'Application to Withdraw Form' or 'Application to Defer Form'. Applications for refunds will be processed in accordance with the current Refund Policy and Procedure; which appears on the College website. The College's terms and conditions and refund policies do not remove the right of a Student to take further action under Australia's consumer protection laws.

How to apply for a Refund

1. Complete then print the form below. Every field is mandatory.
2. Scan copies of any relevant documents or evidence which support your request. For example if you are applying for a refund under compelling or compassionate circumstances you should provide relevant medical certificates or documentation evidence which support your claim.
3. Sign then scan this application form.
4. Email all documents to Student Services at: support@caseycollege.vic.edu.au or compliance@caseycollege.vic.edu.au If you have any questions please contact the college on 1300 711 072.
5. If the request for refund is approved, the refund will be paid to the person/organisation that made the payment.

Section 1 – Personal Details			
Name:	Click here to enter text.		
Contact Telephone:	Click here to enter text.	Date:	Click here to enter text.
Email:	Click here to enter text.		
Qualification / Course:	Click here to enter text.		
Type of enrolment (Tick):	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Section 2 – Refund request details - State your reason(s) for requesting a refund.			
Click here to enter text.			
Section 3 – Student declaration			
<input type="checkbox"/> I certify that the information above that I have provided is true and correct and I understand that the RTO Manager and/or Student Support Services Manager may contact me to discuss my circumstances further.			
Student Signature:		Date:	Click here to enter text.
Section 4 – Outcome (office use only)			
The request for a refund has been: <input type="checkbox"/> Approved <input type="checkbox"/> Declined. If Declined, state reasoning:			
Staff Signature:		Date:	