

### Application for Refund

Family Name		First Name(s)	
Date of Birth		Mobile No	
Email		Course Start Date	
Address	..... .....	Post Code	
Course Code		Course Name	

I wish to apply for a refund for the course described above and my reasons for applying for a refund are.

Please tick (✓) appropriate box	Refund Reason	Type of Refund
<input type="checkbox"/>	PCLC cancels a course before it commences	Full refund
<input type="checkbox"/>	PCLC cancels the course before its expected end date.	Balance of course fees paid for that portion of the course not yet delivered
<input type="checkbox"/>	PCLC defers the course start date and the new date is unacceptable to the student	Full refund
<input type="checkbox"/>	Student withdraws within 5 or more working days and provides a written notice.	Full refund less administration fees.
<input type="checkbox"/>	Student withdraws due to extenuating circumstances.	At the discretion of the PEO, with consultation with the Education Manager – based on % of course completed and shall be assessed on a case by case situation.
<input type="checkbox"/>	Student External Appeal Fees.	Where the student elects to appeal a decision by PCLC, using the RTOs external appeals body (ACPET) and charges are incurred, the student is required to pay 50% of the cost. Where the external appeal findings are in favour of the student, PCLC will refund the student any fees paid to the external appeal body
<input type="checkbox"/>	Closure of PCLC.	Balance of course fees paid for that portion of the course not yet delivered or full refund if the course did not commence

#### Privacy statement

The information on this form is collected for the primary purpose of assessing your application for the refund of student fees. PCLC may use the information provided in the application to update your personal details in the student management system. Your personal information will remain confidential and will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. You have a right to access personal information that PCLC holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, please contact the Education Manager.

<b>Student's Signature</b>	<b>Date</b>
----------------------------	-------------

#### VERSION CONTROL AND CHANGE HISTORY

Document Title	Version No	Key Words	Approval Date	Author	Approved by	Amendment
Application for Refund	One	Application for refund	03/14	Education Compliance Manager	Principal Executive Officer	N/A