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[ABN: 99083570772 ACN: 083570772 RTO: 3930]

Refund Application Form

Please return the completed form to the administration staff, CEO/Principal at the Head Office of MM College (401 Canterbury Road, Surrey Hills, 3127. Please note that there are 2 pages to this form.)

I, _____ of _____
(Name) (Full Address)

(Address Continued)

Apply for a refund of my paid tuition fees for

(full name of qualification enrolled in)

The reason I am applying for a refund is _____

I can be contacted on the following number _____
(phone number)

The situation that most closely aligns with my refund needs is (please tick):



	Please indicate reason	Refund guide
<input type="checkbox"/>	Withdrawal of trainee / apprentice less than 4 weeks in a traineeship / apprenticeship.	Partial Refund Pro rata refund of unused tuition fees less the educational administration fee.
<input type="checkbox"/>	Withdrawal after the agreed Short Course start date.	Partial Refund Individual case assessment as per the refund policy. \$25 amenity fee non-refundable
<input type="checkbox"/>	Withdrawal before the start date of the Flexible Learning or Customised Training Short Course	Full Refund
<input type="checkbox"/>	Withdrawal from training after 30 days from commencement date due to extenuating circumstances (Further documentation must accompany requests for refunds in this instance) MMC is under no obligation to refund any fees to students that have been on course longer than 30 days.	Individual decisions for each case will be made by the CEO in line with any additional appropriate funding guidelines and ministerial directions.*
<input type="checkbox"/>	Course withdrawn by RTO	Full refund if course has not commenced. If course has commenced, pro rata refund for portion of work not covered.

* The CEO has 10 days to make a decision from the date of lodgement. However, if the CEO is indisposed then a decision will be made within 10 days of their return.

I have attached number of pages as additional information.

Signed: _____

Date: _____

OFFICE USE ONLY

Received by: _____

Date: _____