MMCollege
HAIRDRESSING | BARBERING | FLORISTRY

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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**
☐	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.
☐	Withdrawal after the agreed Short Course start date.	Partial Refund Individual case assessment as per the refund policy. $25 amenity fee non-refundable
☐	Withdrawal before the start date of the Flexible Learning or Customised Training Short Course	Full Refund
☐	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.*
☐	Course withdrawn by RTO	Full refund if course has not commenced.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 than 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: _____