



**MMCollege**  
HAIRDRESSING | BARBERING | FLORISTRY

**Head Office: 401 Canterbury Road, Surrey Hills, 3127.**

Ph. 03 98807257 w: [www.mmcollege.edu.au](http://www.mmcollege.edu.au) e: [info@mmcollege.edu.au](mailto:info@mmcollege.edu.au)

[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)  <b>MMC is under no obligation to refund any fees to students that have been on course longer than 30 days.</b>	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	Course withdrawn by RTO	Full refund if course has not commenced.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: \_\_\_\_\_