



Application for refund – distance education fee: Home-based

Application for refund for a student no longer enrolled in a program, or a component of a program, of distance education

Privacy Statement

The Department of Education (DoE) is collecting personal information on this form in order to be able to:

- assess this application for a refund of part of the fee paid for distance education, pursuant to section 434 of the Education (General Provisions) Act 2006 (Qld) (the Act) and section 71 of the Education (General Provisions) Regulation 2017 (Qld) (the Regulation); and
- communicate with the student and persons seeking a refund of fees for a program, or component of a program, of distance education about any aspect of this application.

If the student is enrolled in a non-state school, the non-state school will facilitate the completion and submission of this form, and be provided with a copy of any communication with the student or their parents in regard to the decision made by the Principal of the School of Distance Education about this application.

Personal information collected in this form will otherwise only be accessed by authorised staff of the School of Distance Education at which the student is enrolled and departmental employees. It will not be given to any other person or agency unless you have given DoE permission or DoE is authorised by law.

Refunds

A person may apply for a refund of part of the fee paid for distance education in accordance with Section 71 of the Regulation (<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2017-0161#sec.71>) when, due to a change in their personal circumstances, the student is no longer undertaking a program, or a component of a program, of distance education at a state School of Distance Education. Applications for refunds must be received prior to the end of Semester 1 of the school year stating the reasons for the application (i.e. change to the person's personal circumstance), with supporting documentation attached. No refunds are available for students who were enrolled at the beginning of Semester 2. Refunds are calculated in accordance with the [Refund look-up table](#). Further information on the distance education enrolment fee and the calculation of part refunds is available at: <https://ppr.qed.qld.gov.au/pp/distance-education-enrolment-and-fees-procedure>.

Please complete one form per student and forward to the principal of the relevant school of distance education.

Part A: Student details		
Surname	Given name/s	
Date of birth	Year level	
Residential address		
City/Town	Postcode	
Postal address		
City/Town	Postcode	
Phone number	Mobile	
Email		
Parent/carer name		
Date of enrolment at school of distance education	Date enrolment ceased at school of distance education	Refund application date

**Part B: Purpose of application**

Application for refund of fees for student no longer enrolled in a program of distance education

Proceed to Part C

Application (by non-state school principal) for refund of fees for student no longer enrolled in a component of a program of distance education

Complete non-state school details below then proceed to Part C

Base school			
Contact officer		Phone number	
Email			
Postal address			
City/Town		Postcode	

Part C: Reason for refund

Please describe the change in personal circumstances of the student that lead to them no longer being enrolled in a program, or component of a program, of distance education. If possible, please also provide any supporting documentation as evidence of these reasons.

Declaration

I declare that the information I have given in this form is complete and correct.

Name		Designation	Student	Parent
			Principal of base school	
Signature		Date		

To be completed by Brisbane School of Distance Education

In accordance with section 71 of the Regulation, this application for refund is:

Approved

Not approved

Refund amount \$

Details of decision:

Executive Principal	Tracey Hopper, Brisbane School of Distance Education		
Signature		Date	