



# Application for consideration - Fees, Charges & Refunds Policy

(see section 8 - SM25 Fees, charges & refunds policy for information regarding criteria)

Living & Learning Nillumbik is committed to fairness and supports participation by all members of the community. Learners may apply for consideration in relation to fees and charges if they are experiencing genuine, significant hardship due to illness, financial or other significant difficulties. See our policy details on the website.

*To ensure prompt processing please return this form within 1 week of receipt.*

## 1. Applicant contact details

Name:		Phone:	
Email address:		Date:	

## 2. I wish to apply for consideration for the following course or activity

Course:		Course location:	
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## 3. Please provide details of the circumstances that have prompted you to apply for consideration

## 4. I would like to be considered for the following action prior to my enrolment.

- a payment plan                     
 a reduced fee                     
 Other .....

OR

## I would like to be considered for the following action now that I have already enrolled.

- a transfer                             
 a credit note                     
 Other .....

## Please provide more specific details on the box you have ticked.

*(Example: nominate dates and amounts for a payment plan, name of course for a transfer etc.)*

## 5. Please attach supporting evidence for your application if applicable (e.g. medical certificate).

## 6. By signing this form I acknowledge that the information supplied above is true and correct.

Person completing this form:		Applicant signature:		Date:	
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## NEXT STEPS

1. Please return this form to any of the Living & Learning Nillumbik centres, post to 739 Main Rd Eltham 3095 or scan and email to [info.livinglearning@nillumbik.vic.gov.au](mailto:info.livinglearning@nillumbik.vic.gov.au) within 1 week of receipt to ensure prompt processing.

2. Your application will be considered by the Program Coordinators and the Living & Learning Nillumbik Coordinator. This process can take between 1-2 weeks.

3. We will contact you to let you know the outcome. If you have any further questions please call 9433 3744.

**PLEASE NOTE:** Applications will not be accepted more than 1 month after the course finish date.

## Privacy notification

The personal information requested on this form is being collected by Nillumbik Shire Council (trading as Living & Learning Nillumbik) for the purpose of your application for consideration in relation to a Living & Learning Nillumbik program. This information will be used solely by Nillumbik Shire Council for that primary, or directly related, purpose. By completing this form you are indicating that you understand the above and that you may apply to Living & Learning Nillumbik for access to and/or amendment of the information. For more information about the collection and use of your personal information, please see Nillumbik Shire Council's Privacy Statement.