

Refund Policy



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Purpose and context

In limited instances, VIT may refund registrants or applicants towards payment received or waive annual registration charges where applicable. This policy outlines the circumstances where refund / waiver requests are accepted and processed by VIT.

Scope

This policy applies to all registrants and applicants who request and / or are eligible for a refund or waiver from VIT.

Relevant legislation and policy

- [Schedule of Fees](#) (as fixed by the Minister for Education annually)

Definitions

Term	Definition
Pro rata basis	calculated on the number of months remaining for the relevant annual registration period
Registration fee	amount equivalent to the annual registration fee / annual renewal registration fee as fixed by the Minister
The Minister	Minister for Education

1. Circumstances for consideration of refunds

1.1. Charging or payment errors

In instances where an applicant or registrant has either overpaid or been subject to an incorrect charge, VIT will process a credit adjustment to the individual's account, reflecting the full value of the overpayment or billing discrepancy. This ensures accurate financial reconciliation and upholds our commitment to fiscal responsibility and transparency.

1.2. Cessation of registration

The annual registration period is effective from 1 October through to 30 September.

Upon request, VIT will refund the annual registration fee where a teacher has paid the same and subsequently ceased their registration via their [MyVIT](#) account prior to 1 January of the registration period.

1.3. Death of a registered teacher

The VIT will refund the annual registration fee component on a pro-rata basis where a request from the estate of a deceased teacher has been received.

1.4. Criminal record check fee

Upon request, VIT will refund the Nationally Coordinated Criminal History Check (NCCHC) fee in the following instances

- where the application associated with the NCCHC fee is withdrawn or ceased and the processing of the NCCHC has not commenced
- where the NCCHC fee has been charged twice (this occurs when a person applies for two different registration types at the same time such as teacher registration and Permission to Teach).

1.5. Other refund requests

Any refunds not listed above may be made at the discretion of the Chief Executive Officer or the relevant Director.

Requests should be made via email at vit@vit.vic.edu.au.

2. Circumstances for consideration of waivers

Persons applying for registration or renewal may be eligible for a waiver of the application fee and / or annual registration fee if

- they are teaching in Victoria as part of an inter-government agreement and working in Victoria for a limited period; or
- they live in a Victoria-New South Wales border town, hold current teacher accreditation in New South Wales and seek to also teach in Victoria (copy of valid accreditation card to be furnished).

Requests for consideration of waivers should be made via email at vit@vit.vic.edu.au

Appendices

Appendix	Document name
1	Application for waiver of fees

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