

Where a student that has paid fees ceases enrolment during Semester 1, applicant completes and submits to the SDE the [Application for refund - distance education fee](#) form prior to the end of Semester 1 of that school year, stating the reasons for the application and the date enrolment ceased

SDE principal considers application for refund

Preliminary view is to not grant refund

Refund is granted

SDE principal notifies the applicant using [Preliminary view notice – refund of distance education fee not granted](#) and ensures the applicant is given opportunity to submit further information to support their application

SDE principal calculates the refund payable in accordance with the [Refund look-up table](#), and notifies the applicant using [Decision notice – refund of distance education fee granted](#)

Refund decision

SDE principal considers any submission(s) received in response to the preliminary view

Refund is granted

Final view is to not grant refund

SDE principal notifies the applicant using [Decision notice – refund of distance education fee not granted](#)

