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| **Instructions** |
| * To apply for a refund, please complete this form * Email the completed form and any required supporting documents to [communications@vetboard.vic.gov.au](mailto:communications@vetboard.vic.gov.au) |

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| **Your information** | | | | | | | | | | | | | |
| Victorian registration number | | | | |  | Date of birth | | | |  | | | |
| Family name | | |  | | | | | | | | | | |
| Given name | | |  | | | | | | Middle name | | |  | |
| Previous names | | | **🢂** If you have not advised us of a change of name, please complete and return [Change of Name form](https://www.vetboard.vic.gov.au/VPRBV/Vets/Forms/VPRBV/Vets/Forms.aspx). | | | | | | | | | | |
| Email address | | |  | | | | | Mobile phone | | |  | | |
| Residential street address | | | |  | | | | | | | | | |
| Suburb/Town | |  | | | | | State | | |  | | Postcode |  |
| Country | |  | | | | | | | | | | | |
| **Fee refund reason** | | | | | | | | | | | | | |
| **For general registrants surrendering registration before 31 December**: | | | | | | | | | | | | | |
| I wish to be refunded half the yearly registration fee, because I am not going to be practising in Victoria in the second half of the practising year, i.e., from 1 January to 30 June. I am surrendering my registration (or have already surrendered my registration) with the Veterinary Practitioners Registration Board of Victoria effective from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE).  I understand that an administrative fee of $60 will be subtracted from any amount the Board agrees to refund to me. | | | | | | | | | | | | | |
| **For new graduates only**: | | | | | | | | | | | | | |
| I am withdrawing my application before my registration is due to start  I understand that registration application and other service fees I have already paid will not be refunded to me AND an administrative fee of $60 will be subtracted from any amount the Board agrees to refund to me. | | | | | | | | | | | | | |
| I am surrendering my registration within 30 days of being granted registration. I wish my name to be removed from the Register of Veterinary Practitioners (Victoria) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE).  The reason for this is because I have registered in another Australian State or Territory. I am providing proof of that registration with this request.  I understand that application processing and other service fees I have already paid will not be refunded to me AND an administrative fee of $60 will be subtracted from any amount the Board agrees to refund to me. | | | | | | | | | | | | | |
| Supporting documents: new graduates who surrender registration within 30 days of registering because they have registered in another jurisdiction must supply proof of their registration in the other Australian State or Territory. | | | | | | | | | | | | | |
| **Privacy statement** | | | | | | | | | | | | | |
| Vetboard Victoria only collects, uses, discloses and stores personal information that is necessary to fulfil its functions under the *Veterinary Practice Act 1997* (“the Act”). The Board is collecting the information on this form (including supporting documents provided with this form) so it can determine whether to allow for the reduction, waiver or refund, in whole or in part, of fees, and fix a different fee in your case [or allow you to pay in instalments], as provided for under Section 86(b) of the Act. Please read Vetboard Victoria’s [Privacy and Data Collection Policy](https://www.vetboard.vic.gov.au/VPRBV/Privacy_Policy/VPRBV/Documents/Privacy_Policy.aspx) for more information about the Board’s privacy obligations and your rights under the *Privacy and Data Protection Act 2014*. | | | | | | | | | | | | | |
|  | I have read the privacy statement above and I consent to my personal information being collected, held, used and disclosed for the purposes outlined in the privacy statement above and the Board’s [Privacy and Data Collection Policy](https://www.vetboard.vic.gov.au/VPRBV/Privacy_Policy/VPRBV/Documents/Privacy_Policy.aspx). | | | | | | | | | | | | |