

Refund Request Form

Victorian Worker Screening Unit

Important information

The NDIS Worker Screening Check fee is non-refundable. The granting of a refund is at the discretion of the department and is not guaranteed. If a decision is made not to issue you with a refund you will be notified in writing.

If you are a volunteer, you need to apply for a volunteer fee waiver before you apply for your NDIS Check. Volunteers who have not been granted a fee waiver may not be eligible to have the NDIS application fee refunded.

If you do not provide all relevant details, we may not be able to process your request. Please note that we will use the information you provide to update our records if appropriate.

If your application for a refund is approved, your bank account will be credited electronically. Please allow 4-6 weeks for your refund application to be processed.

How to use this form

1. Complete all sections of this form
2. Send your completed form to the NDIS Worker Screening Unit by email to: **NDISworkerscreening@justice.vic.gov.au**

If you need assistance with completing this form and making a request for a refund, please call the Customer Support Line on **1300 652 879**.



Applicant's details

First name

Email

Middle name/s

Phone number

Surname or family name

NDIS application number



Account details

Provide your account details below. Your refund will be credited to this account if your request is approved.

Account name

Account number

BSB

Financial institution name



Reason for refund

I have been granted a volunteer fee waiver

I have been given permission to withdraw my application

I have been given an NDIS Clearance.

As my NDIS role involves child-related work, I am required to complete a WWC Check. Please refund the WWC Check fee.

Working with Children Check Card or application number:

Other – explain why you are requesting a refund below



Declaration

The information I have provided above is true and correct. I authorise the Worker Screening Unit to process or amend my application for a NDIS Worker Screening Check as applicable.

Signature

Date

It is a criminal offence under section 128 of the Worker Screening Act 2020 to provide false or misleading information in relation to an application for an NDIS Check.



Privacy information

Worker Screening Victoria is bound by Victorian privacy laws (*Privacy and Data Protection Act 2014* and *Health Records Act 2001*).

For further information visit our website at:
vic.gov.au/ndis-worker-screening-check