

Payment and Refund Policy - Auditions

Rationale

The Victorian College of the Arts Secondary School collects applications for audition from its web page. These applications are covered by the school privacy policy and Department of Education and Early Childhood Development policies and procedures.

Guidelines

1. Payment Methods
 - a. Credit Card via Secured Website
 - b. Applicants can use our Secured Website to make their application and pay with their Visa or MasterCard
 - c. Applications will be accepted once the funds have cleared into our bank account
 - d. All applications will receive an email to confirm that the application has been received

2. Refunds & Exchanges
 - a. The VCA Secondary School do not offer any type of refund on audition applications because of a change of mind
 - b. Genuine requests for refund can be made in writing to the principal

Status: Ratified Council

Responsibility: School Council & Principal