

**Refund of fees policy**

**Policy Statement**

The policy outlines how the Professional Boxing and Combat Sports Board of Victoria (the Board) will respond to requests for the refund of fees payable under the *Professional Boxing and Combat Sports Regulations 2008* for registrations, licenses and permits.

**Registrations and licenses**

Application fees for a registration or a licence will only be refunded in exceptional circumstances.

Requests to refund an application fee for a registration or licence should be made in writing to the Board, explaining the reason for the requested refund.

Requests to refund an application fee for a registration or licence will be considered by the Board on their own merit.

**Permits**

The Board will refund the fee if a permit is withdrawn due to the Board being unable to appoint adequate officials or confirm Board member attendance.

The Board will consider a request to vary the date or venue of a permit if the request is received in writing at least 14 days prior to the original approved date. In such cases a new permit application form must be completed and meet the regulatory requirements including being received by the Board at least 14 days before the date of the promotion.

The Board will not refund the fee if a promotion is cancelled.