



ACT
Government

CONTROLLED SPORTS FEE POLICY

Refunds, Reductions & Waivers

Chief Minister, Treasury &
Economic Development

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CONTROLLED SPORTS FEE POLICY

Policy for Refunds, Reductions and Waivers of fees

REFUNDS

Summary

This policy details when a refund of a fee paid will be considered by the Controlled Sports Registrar. The application fees payable cover the cost associated with processing and administering the application. They will only be refunded in exceptional circumstances.

Application

Applicable to any person or organisation seeking a refund of their fee paid under the Controlled Sports (Fees) Determination 2019 (No 1).

Applying for a refund

Any requests for refunds must be made in writing to the Controlled Sports Registrar, clearly outlining the reason for the refund request. Requests for refunds will be considered on their merit.

Registration application fees

The Controlled Sports Registrar will consider all applications for refunds of registration application fees, and will generally:

- > Not refund a contestant's registration application fee for a change of mind.
- > Not refund an official's or promoter's registration application fee for a change of mind.
- > May refund a fee where the applicant has applied for an incorrect category of registration. A partial fee refund may apply in these instances (for example, refund of the difference between the two registration classes).
- > Not refund for contestants who failed to register for all the classes that contestants could compete in over the three-year registration period as once the registration is finalised, contestants are required to apply for an additional class of contestant registration (including payment of the appropriate fee) if contestants wish to add a new class to their registration.
- > The Controlled Sports Registrar may elect to withhold an administration charge from the refund amount, depending on how far the application is progressed (for instance, where a background check has already been ordered).
- > Refund the application fee where the decision of the Controlled Sports Registrar is overturned by the ACT Civil and Administrative Appeals Tribunal.

If you have made a mistake with your registration, it is important that you contact us as soon as possible. This will increase the probability of a refund being granted.

Event application fees

The Controlled Sports Registrar will consider all applications for refunds of registrable event application fees, and will generally:

- > Refund the fee paid for a registrable event if the contest becomes a non-registrable event and the Controlled Sports Registrar is advised of this at least 14 days prior to the event
- > Not refund the application fee if the date or venue of the event is changed. The Controlled Sports Registrar may hold a credit for the Promoter if the Promoter advises that the event is to be held at a later date or different venue and the Controlled Sports Registrar is notified of this at least 14 days prior to the permitted event date. A new application is required in these circumstances and this new application must meet the requirements outlined in the Act.
- > Refund an application fee, minus a 20 per cent administration fee, if advised that the event is to be cancelled and the Controlled Sports Registrar is notified of this at least 14 days prior to the scheduled event date.
- > Not refund an event application fee if notified of an event cancellation less than 14 days prior to the scheduled event date.
- > Not refund the application fee if the event is suspended or cancelled by the Controlled Sports Registrar or their representative (for example, a Controlled Sports Inspector) in accordance with the Act.
- > Refund the application fee where the decision of the Controlled Sports Registrar or their representative to not approve, or cancel an event is overturned by the ACT Civil and Administrative Appeals Tribunal.

If you have made a mistake with your application, it is important that you contact us as soon as possible. This will increase the probability of a refund being granted.

How to apply for a refund

Applications for refunds must be made in writing to:

- > Using the [online feedback system](#);
- > Emailing controlledsports@act.gov.au

Questions

If you have any questions regarding this policy or how to apply, please email or call Access Canberra on 13 22 81.

You can also contact Access Canberra using the, in [person](#) or by [post](#).



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