



# anzsrs

Australian and New Zealand Society of Respiratory Science Ltd  
Leading Respiratory Science in Australasia

[www.anzsrs.org.au](http://www.anzsrs.org.au)

## CRFS Refund Policy

### Policy Statement

ANZSRS recognizes that a candidate may wish to withdraw from sitting the CRFS exam once an application has been lodged and the sitting fee paid.

Under this policy ANZSRS will refund the application fee in accordance with the following principle: All requests for a refund are to be made in writing using the [expenses claim form](#) and should include details of the following:

- Candidate name
- ANZSRS membership number
- Date of exam
- Place of exam
- Reason for refund request
- Payment amount and date

ANZSRS will fully examine all requests for a refund which will be based on the rate of:

Full refund - request received at least one month prior to the scheduled exam.

Partial refund - \$AUD20 administration fee will be deducted from refund if request is received less than one month before scheduled exam.

Refund applies to sitting fee only, not for any additional costs associated with planning, sitting and supervision of the examination.

ANZSRS reserves the right to pass any refund transaction charged onto the candidate.

Refunds will be returned using the original method of payment.

All requests for a refund to be directed to:

**ANZSRS Secretariat**

(Association Executive Services)

PO Box 1346

Mitcham North, Victoria 3132 AUSTRALIA

Email: [info@anzsrs.org.au](mailto:info@anzsrs.org.au)

Telephone: +61 3 8393 9384

Endorsed by ANZSRS Board: 10 September 2019

Authorised by: Director, Policy and Governance

Reviewed: September 2019

Next review date: September 2021