

## **Terms and conditions**

Admission is conditioned upon acceptance of and compliance with the below terms.

### **Cancellation**

- For cancellation more than 28 days\* prior to course commencement date 100% of the course fee will be refunded less administration fee.
- For cancellation between 7 – 28 days\* prior to course commencement date 50% of the course fee will be refunded less administration fee.
- Less than 7 days\* prior to the course commencement date 0% course fee will be refunded.

\*Refers to all days, including weekends and public holidays.

### **Withdrawal**

A notice of withdrawal may be accepted as ground for partial refund of fees if the supporting documentation can substantiate a claim due to:

- illness or disability
- death of a close family member (parent, sibling, spouse, child) or
- political or civil event that prevents a student continuing a program

### **Refund**

Applications for refund or transfer must be received in writing at least 7 days prior to course commencement. All refunds incur an administration charge of 10%.

No refunds can be made for cancellations received less than 7 days before the course commencement.

One transfer will be accepted without charge. All subsequent transfers will attract an administration charge of 10%.

### **Non-Attendance (No Show)**

If a student fails to attend a program, course fees will not be refunded or allocated to another course.

### **Assessment:**

- Registrants who wish to complete the unit for professional development purposes are not required to enrol as students or complete assessment for credit.
- Registrants can enrol as a student and complete the full unit with assessment and gain credit towards future programs subject to meeting admission criteria for the intended course.