

Fees and Refund Policy

Fees

All courses are short courses and fees charged for each unit of competency or course are less than \$1,000. Therefore there is no requirement under the AQTF Standards to protect the fees

Course Fee Refunds

Course cancellation terms and conditions:

Note- for clarification of days notice- it means working day during the week Monday to Friday

- No penalty will apply if a student transfers to an alternative course as long as 4 days notice is given and that it is completed within 6 months
- If at least 5 days notice is given of cancellation, then funds received will be refunded less an administration fee of \$10.00
- If less than 5 days but more than 2 days notice is given of cancellation, then funds received will be refunded less an administration fee of \$20.00
- If less than 2 days notice is given of cancellation, then the full fee is payable
- There will be no refund or credit given to students who do not advise of their non-attendance
- In special circumstances we will review the above terms.