

Withdrawal & Refund Policy

DOMESTIC STUDENT

The following withdrawal and refund policy applies to your course fees paid as per the Education Act 1989:

If for any reason you feel that you need to withdraw from your programme of study, a discussion with your Class Trainer and the Head of Training is recommended. Notice in writing is required if you decide to withdraw. The cancellation fees are as follows:

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- From enrolment and up to seven days after the first day of the programme – 10% or \$500.00 whichever is the lesser amount.
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- After eight days – students will pay the full programme fee and no refund is given.
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If the student withdraws from one programme and transfers to another programme at either the same or an alternative campus an Administration Fee of up to \$250.00 may be charged. Students can request a final academic record of learning if they wish.

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