



Terms and Conditions

Payment of Fees/Refunds: What if you Cancel/Transfer, What if we Cancel/Transfer?

Payment of Fees

Fees are required to be paid prior to the commencement of courses. A deposit of 50% of the course fee is payable on enrolment and the balance prior to commencement of the course.

Our Cancellation/Transfer

Whilst we always endeavor to run scheduled courses we reserve the right to cancel or defer a course. In the event of this occurring, all fees will be refunded or you may elect to transfer to a course at a later date.

Your Cancellation/Transfer

If you are unable to attend a course, you may elect to re-schedule for that course, but only within 14 days of the original course date. We will not permit more than two (2) such transfers before a fee equivalent to 50% of the course fee will be charged.

If you cancel more than seven days prior to the course you may have any monies paid refunded in full or you may elect to be transferred to an alternative course with a fee adjustment.

If you cancel less than seven days prior to the course you will be charged a 50% (course fee) cancellation fee.

Should you not attend training/assessment a 100% cancellation fee, or loss of deposit, will apply.

Refunds

An application for refund must be made in writing (see F003-Refund Request Form) and will be determined by the Training Manager, or his delegate. Such supporting evidence (e.g. Doctor's Certificate / hardship) as is deemed appropriate should be provided with the written request.