

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:

- From enrolment and up to seven days after the first day of the programme – 10% or \$500.00 whichever is the lesser amount.
- After eight days – students will pay the full programme fee and no refund is given.

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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