

## Cancellation and Refund Policy for fulltime Australian School Based Apprentices

1. This Cancellation and Refund Policy applies to each individual year of enrolment.
2. All notifications of withdrawal from a course, or requests for refunds, must be made in writing to the College. Where the apprentice is Under 18 years of age this notification must be counter-signed by a parent or legal guardian.
3. In the case of withdrawal/cancellation, a cancellation fee may be charged as shown in the table below. Any refund due after deduction of cancellation fees will be paid within 28 days of receipt of written notice of cancellation.
4. Where an apprentice's course of study is terminated for a serious breach of the College rules, including non-attendance, a cancellation fee equivalent to 100% is applicable.
5. If for any reason the College is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
6. If for any reason the College is unable to continue offering a course after commencement, a full refund of fees will be made within 14 days of notification of course cancellation.
7. Apprentices may be eligible for a pro rata refund of fees and charges at any time during the year if they can establish, with documentary evidence, satisfactory grounds for withdrawing from the course, (eg. Serious illness or disability, transfer of employment, or other circumstances beyond their control)
8. Any unpaid fees will be referred to an external debt collection agency. You will be liable for any fees and charges incurred by the College when the matter has been referred to a debt collection agency.

Notification Period	Cancellation Fee
Before scheduled commencement date each year	100% of Enrolment Fee
<b>After scheduled commencement date each year</b>	
Within 4 weeks	100% of Enrolment Fee 10% of Tuition Fee 25% of Resource Fee
Between 4 - 6 weeks	100% Enrolment Fee 75% of Tuition Fee 100% of Resource Fee
After 6 weeks	100% of all fees