

## **Fee Refund Policy (Course Fees)**

### **Government Funded Students Refund Policy – Qualifications**

- If a student withdraws, by written notice, prior to the course commencement, All Health Training will retain the \$250 non-refundable registration fee + any resource fees that may be applicable.
- If a student withdraws, by written notice, after the commencement date of the course, no refund is payable to the student.
- Resource fees are non-refundable on withdrawal at any time after course commencement.
- Please note – if you commenced this course under the Victorian Government “Skills First Program”, regardless of the fact that you have not completed the course, this does constitute a commencement and has impacted your future training options and possibly your eligibility for further Victorian government subsidised training.

### **Fee for Service Students Refund Policy –Qualifications**

- If a student withdraws, by written notice, prior to the course commencement, All Health Training will retain the \$250 non-refundable registration fee + any resource fees that may be applicable.
- If a student withdraws, from the commencement date of the course to up to 14 days, All Health Training will retain the \$250 non-refundable registration fee + 50% tuition fees + resources
- After 14 days from commencement date of the course, no refund is provided
- Resource fees are non-refundable on withdrawal at any time after course commencement.

### **Public Workshops Refund Policy - Workshops, Short courses & Skillsets**

Please be advised that rescheduling, cancellation and non-informed absence fees may apply.

- If you have paid and enrolled in a public workshop and are unable to attend, we will allow you to rebook into another workshop date if you advise us 2 business days prior to the workshop date, otherwise your fee will be forfeited. If you do not attend the second booking, the fee is forfeited.
- Should you wish to cancel your booking and provide us with more than 10 business days' notice prior to the workshop date, you are eligible for a 50% refund of fees for the workshop. If you cancel your course with less than 10 business days prior to the workshop, your fee is forfeited. If you do not attend and have not informed us, your fee is also forfeited.
- Should AHT cancel a workshop due to insufficient student numbers and the next scheduled date is not suitable to the student, you will be eligible for a refund

All refunds will have an administration fee of \$20 deducted from the refund amount

### **All students**

Fees will be refunded by direct debit only and the student must notify All Health Training the correct account name, BSB & account number.

### **Fees will be refunded on default by All Health Training when:**

- The course does not start on the agreed commencement date
- The course ceases to be provided before its completion date
- The course is not provided in full to the student