

REFUND POLICY

S11 INDUCTION

Cancellation within 14 days prior to course commencement - \$95 admin fee payable.

Cancellation within 7 days prior to course commencement - \$150 admin fee payable.

Rescheduling - If you wish to re-schedule course, depending on availability, we may be able to assist in re-booking you. Please be mindful that short notice may incur an minor administration fee of \$95.00.

If there is a serious medical condition, please provide medical certificate detailing medical issue and refund may be provided subject to seriousness of condition.

MACHINERY COURSES

Refund policy: – please be advised that the following fees are incurred if cancelling course:-

Cancellation prior to 14 days of course commencement - \$250.00 refund payable.

Cancellation within 14 days prior to course commencement - no refund payable.

Re-scheduling –

You can re-schedule 14 days prior to your course with no penalty

7 – 14 days prior will incur \$95 admin fee

Within 7 days of course commencement will incur an additional \$500 fee

If there is a serious medical condition, please provide medical certificate detailing medical issue and refund may be provided subject to seriousness of condition.

ONLINE COURSES

Cancellation prior to receiving online paperwork – Full refund less \$95 administration fee

Cancellation after receiving online paperwork – No refund due

If there is a serious medical condition, please provide medical certificate detailing medical issue and refund may be provided subject to seriousness of condition.