

3.9 REFUND OF COURSE OR TRAINING PROGRAM FEES

THE FOLLOWING REFUND POLICY WILL APPLY:

1. Where a training program or course is cancelled for any reason by FPWNT, students will be rescheduled to a mutually acceptable date. If a student is not in agreement with the rescheduled date the course fee will be fully refunded.
2. Where notice of withdrawal from a pre-paid training program or course is given 21 days prior to the commencement of the training the course fees will be fully refunded.
3. Once an application for a training program or course has been received and the fees paid, if an applicant cancels within 21 days of the commencement date, a 10% administration fee will be deducted from the fees paid prior to a refund of the balance being made. This refund will be forwarded the applicant within 7 days.
4. If the student fails to attend the course or cancels their attendance on Day 1 or after, no refund will be issued.
5. Participant course fees are secured by Family Planning Welfare NT maintaining a separate online account. Once the course is completed, the financial officer will transfer course funds into FPWNT working account.

Endorsed by Board of Management December 2007

Updated June 2011

Ratified by Board of Management September 2011

