

Payment & Refund Policy

Once a course has been confirmed and paid for, the following refund will apply.

When written notice is received more than 10 working days before course commencement	Full Refund of Course Fees
When written notice is received 5-9 working days before course commencement	50% Refund of Course Fees
When written notice is received 1-4 working days before course commencement; or once course has commenced	No Refund of Course Fees

Or:

Once a course has been confirmed and if the course fees have not yet been paid, the following charges will apply.

When written notice is received more than 10 working days before course commencement.	No Charge of Course Fees
When written notice is received 5-9 working days before course commencement	50% Payment of Course Fees
When written notice is received 1-4 working days before course commencement; or once course has commenced	100% Payment of Course Fees

Alternatively:

If the registered participant cannot attend the course prior to the course commencement, a replacement participant can be appointed for the entire course. However, this is not allowed once the course has commenced.