

Refunds

Depending on the circumstance, you (or your employer if they paid for your fees) may be eligible for a refund as per the following schedule:

Outline of Refunds	
Withdrawal of individual/s with 30 days' notice prior to course enrolment date	Full refund
Withdrawal of individual/s after the agreed course enrolment date and within 30 days of agreed course enrolment date	Partial refund the tuition fee will be adjusted to the fee payable for units commenced prior to cancellation
Withdrawal of individual/s after 30 days from course enrolment date	No refund
Course withdrawn by selectability Training	Partial refund the tuition fee will be adjusted to the fee payable for units commenced prior to the course being withdrawn
selectability Training is unable to provide the course prior to the scheduled course commencement date for which the original enrolment and payment has been made	Full refund
An individual's non-attendance at a short course	No refund

Refund Terms and Conditions

- If the student withdraws within the first four (4) weeks from the course enrolment date and has not participated in any units a full refund will apply.
- If the student withdraws within the first four (4) weeks from the course enrolment date and has completed some training, a partial refund of the tuition fee will be provided and will be adjusted to the fee payable for units commenced prior to cancellation
- If the student withdraws after four (4) weeks from their course enrolment date, then they are not entitled to a refund
- Short courses are required to be paid in full prior to attending the course in order to secure a place.
Refunds will not apply when a student does not attend the course.
- In the event that selectability Training closes or are no longer able to provide the training and assessment services as initially agreed between selectability Training and the student, then selectability Training will:
 - 1) Arrange for agreed training and assessment to be completed through another RTO (fees may be incurred). Prior to the transfers students will be formally notified of the arrangements including any refunds of fees that may be applicable.

OR

- 2) Provide a pro-rata refund based on hours completed to date for units that have been commenced prior to the course being withdrawn

If you wish to apply for a refund, please obtain a copy of the 'Refund Application Form' form located on selectability Trainings website:

www.selectabilitytraining.com.au The application for refund may take up to 20 working days to be processed upon receipt of the form and will be at the discretion to approve the refund by selectability Training.