

POLICY & PROCEDURE 13: TRAINING REFUND POLICY

NK Institute Pty Ltd will safeguard any money paid by you in advance of your course.

NK Institute Pty Ltd will refund you any money paid by you in full in the event we cancel or discontinue a course.

If you withdraw from a course due to illness, (verified by a medical certificate) we will refund any course fees paid less an administrative fee of 20 % of your course cost.

Should you withdraw for any other reason other than illness, with less than two week's notice you will forfeit 50% of your course cost.

If you fail to commence the course you will forfeit all monies paid.

POLICY & PROCEDURE 13 VERSION CONTROL

v1: August 2008 Produced by Maciek Fibrich of Future Vision RTO Consultants

v2: February 2013 by Hugo Tobar minor changes needed (Current Version)