

## Course Cancellations, Refunds & Transfers Policy

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Refunds of course fees are available and only to be initiated in line with the following:

Arbortrim Australia will make a full refund of all fees paid should a course be discontinued. Should the participant desire to take an alternative course with Arbortrim, fees will be fully transferrable to that course, for one transfer in a 12 month period. In the event of a course for which the student was enrolled being unavailable or no acceptable alternative course is available, fees are fully refundable.

Should a student cancel an enrolment with Arbortrim, the following conditions will apply regarding a refund of fees:

- Cancellation up to 14 days prior to the commencement of the course, a full refund will be given.
- Cancellation with less than 14 days to the commencement of the course will result in no refunds given, but a place in the next available course within a 12 month period. This is only offered once in a 12 month period.