

## **Cancellation and Transfer Policy:**

The following cancellation and transfer policy applies to the Coaching Accreditation Program:

All cancellations or changes must be requested in writing or by email to programs-admin@growthcoaching.com.au

### **Transfers**

- ❖ If you transfer to another course, only one change is allowed and rescheduling must take place within 12 months of initial course.
- ❖ Transfer requests prior to week 0 of the course attract no fees.
- ❖ Transfer requests after week 0 but before week 3 will attract a fee of \$200 plus GST.
- ❖ Transfer requests after week 3 will be assessed on a case by case basis and if approved will require the participant to join another course from week 0. A transfer fee of \$1,000 plus GST will apply.

### **Cancellations**

- ❖ Cancellations prior to week 0 of the course attract no fees and the full course fee will be refunded.
- ❖ Cancellations after week 0 but before week 3 will attract a cancellation fee of \$500 plus GST.
- ❖ There is no refund or credit after week 3 of the course.

<b>Timeframe</b>	<b>Transfer to another course</b>	<b>Cancellation</b>
Prior to week 0	No additional fee	Full refund
After week 0 but before week 3 course	\$200 plus GST	\$500 plus GST
After week 3 of the course (if approved)	\$1,000 plus GST	No refund or credit

In the event that the course is cancelled, registrants will be reimbursed their registration fee.