

REFUND POLICY

This policy is to ensure that a full refund of enrolment fees will be made if Harcourts cancels a course for any reason.

An application for refund of course fees under any circumstances must be made in writing to Harcourts New South Wales. A \$100 administration fee will be incurred for all cancelled registrations outside of (10) working days prior to the commencement of the course. The remainder of the course fee will be reimbursed.

No refund is available where a cancellation is made less than (10) working days prior to the commencement of a course, or to participants who leave before finishing the course.

Refunds will be considered on a pro-rata basis for students who fall ill or are injured to the extent that they can no longer undertake the course providing a Medical Certificate is supplied to Harcourts New South Wales. However, should participants wish to finalise incomplete units of competency in a future course the original fee can be used as a credit toward that course within six months of initial payment.

In all other cases, refunds are at the discretion of Harcourts New South Wales and may be negotiated on an individual case-by-case basis.

I _____ have read and accept this policy of Harcourts New South Wales.

Signature: _____

Date: _____