



## THE CENTRE OF EXCELLENCE

### **Application for Refund of Short Courses**

All applications for refunds must be made in writing on the Refund Application Form SMF20 and forwarded to:

The Chief Executive Officer  
The Centre of Excellence  
126 Yarra Street  
Geelong Victoria 3220.

Applications must be made within 14 days of cancellation/ withdrawal.

### **Short Course definition**

- Courses which are not accredited and are delivered as part of skill set. Students will receive a short course completion certificate (non-accredited).
- Students may wish to achieve a unit of competency by completing the short course (s) and in that case, there will be extra charges. Student need to contact the college for further details.

### **Cancellation of Courses by The Centre of Excellence**

The Centre of Excellence may need to cancel, postpone, or reschedule a course when necessary due to low enrolment numbers or due to extraordinary circumstances. If The Centre of Excellence cancels a course in which a student is enrolled, a full refund of all fees paid, including the administrative fee, will be provided to the student. Up to three weeks may be required to process the refund and provide payment.

### **Cancellation of Enrolment (withdrawal from course) by Student**

Payment must be made in up front in full for any short course booking. Bookings that require an invoice will only be considered 'firm' for the term of that invoice. The Centre of Excellence does not issue refunds or credits for Short Course bookings. If you are unable to attend, a substitute is welcome in your place. The Centre of Excellence reserves the right to cancel, close or reschedule short courses without notice. No refunds will be issued. Short course prices are correct at the time of publication.