

Refund Information

REGISTRATION & DIPLOMA

Withdrawal from a course

If you have enrolled in a course and need to withdraw, please contact Student Services by phone or email and advise your intention to withdraw. The date of your email or phone call will be used to determine if you are entitled to a refund according to the following policy:

Sales and Property Management Registration Courses

Reason for refund	Notification requirements	Refund
Participant withdraws	Prior to class commencement or accessing parts 2-5 of course learning resources.	Full refund less \$150 administration fee
Participant withdraws	On the day of the course or at any time during the course.	Nil refund
Participant withdraws	After course commencement, due to extenuating circumstances.	At the discretion of the Executive Manager
Participant withdraws	After commencement of an assessment only pathway.	Nil refund
Participant withdrawn from the course by REIWA	After course commencement, due to inappropriate behaviour.	Nil refund
Course cancelled by REIWA		Full refund
Participant non attendance without notification	Letter of application for extenuating circumstances required.	Nil refund OR Due to extenuating circumstances, at the discretion of the Executive Manager

CPP50307 Diploma of Property Services (Agency Management)

REASON FOR REFUND	NOTIFICATION REQUIREMENTS	REFUND
Participant withdraws	Less than ten working days after the course enrolment. Email confirmation date used to calculate refund. Diploma Withdrawal Form required prior to processing.	Full refund of deposit less: \$200 administration charge
Participant withdraws	Ten or more working days prior to the student's next instalment date. Email confirmation is received from student.	Cancellation of all future direct debit instalments