



Refund Policy

1. CAP Initiated Refunds

Where a refund results from circumstances caused by CAP (e.g. cancelled class) a full refund of the fee shall apply. No administrative fee for the provision of this refund will apply.

2. Student Initiated Refunds

An administrative fee of \$50.00 per refund will apply for the provision of a participant-initiated refund.

A full refund less the administrative fee will apply where a participant:

Withdraws before delivery commences, OR

Enrols in another course, workshop or seminar offered by CAP.

Where a participant withdraws for reasons of personal circumstances before 50% of the delivery has been concluded, a 50% refund of the Scheduled Fee shall apply.

Refund arrangements will not apply to the Recognition of Prior Learning (RPL) fee.

3. Student Initiated Refunds – Fee for Service

There will be no entitlement to refund of fees for Fee for Service Courses except at the discretion of the Chief Executive.

There are no refunds of fees and charges for weekend workshops as no allowance is made for participant withdrawals in the costing of these courses.

The Above Policies Will Be Strictly Adhered To.