



## FEE AND REFUND POLICY

### Timetable and Fee Information

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Printed copies of our timetable and fee information can be provided by our Training Administrator on (02) 8874 8090 or visit our website [www.relationships.com.au](http://www.relationships.com.au).

### Enrolment

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To enroll in a course please fill out the appropriate sections on the Application Form and enclose a deposit of \$200, to secure your position in the course. The remainder of the course fees are payable one week prior to the commencement date. We also offer a 2 ½% discount if the full amount of annual fees are paid one week prior to the start of Term 1. Please mail to the address below.

Training Administrator  
Australian Institute for Relationships Studies  
North RydeLink Business Park  
Unit 1b, 277 Lane Cove Road  
NORTH RYDE NSW 2113

### Fee Reductions

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Applications are accepted from those who are able to provide a distinctive service to a disadvantaged population or in a disadvantaged area. If you wish to apply for a fee reduction, please send a letter to the Training Coordinator, at least 2 weeks prior to the commencement of the course, outlining the following:

- ⌘ Your reason for requesting a reduction in fees;
- ⌘ The nature and location of the service that you would be able to provide;
- ⌘ The nature and extent of your financial need;
- ⌘ A summary of previous education and experience;
- ⌘ The names of two referees to support your application.

Training Coordinator  
Australian Institute for Relationships Studies  
North RydeLink Business Park  
Unit 1b, 277 Lane Cove Road  
NORTH RYDE NSW 2113

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## **Cancellation of Enrolment**

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All fees must be paid one week prior to commencement date of each unit. Should you need to withdraw from a unit/module, the deposit paid is non-refundable to assist in the administrative costs involved in establishing each unit/module. However the deposit may be transferred to another course or unit within a period of one year.

If you withdraw from a unit prior to the commencement date, fees will be refunded, less the \$200 non-refundable deposit. If you withdraw **before** the end of week 3 (or equivalent 30%) of the unit only the deposit is retained by AIRS. If you withdraw **after** week 3 (or equivalent 30%) of the unit there will be no refund of fees.

### **Please note**

This policy relates to fees only and does not imply a penalty in relation to the student's record for withdrawal without penalty. Students can withdraw prior to the date the major assessment is due without any academic penalty.

## **Course Cancellation**

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All courses run subject to enrolling a minimum of participants. Relationships Australia reserves the right to cancel a course or unit/module if numbers are too low. If a course or unit/module is cancelled, you will be offered a place on the next available course or a full refund will be given.

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