



**Allied Health & Human Performance
Professional Certificate in Clinical Education
Professional Certificate in Behavioral
Activation for Depression**

Withdrawal, Cancellation and Refund Policy

Registration

Applicants must have registered for the respective Professional Certificate.

Payment

Applicants must include payment information with their registration form. Enrolment for professional certificate requires full payment of the applicable fee at the time of registration.

Withdrawal

Students wishing to withdraw from the professional certificate must notify the Academic Support Officers by the end of the fourth week of the course commencement date to receive a refund, less a cancellation fee of 20%. A refund will not be granted to students withdrawing after the end of the fourth week of study.

Students who choose to withdraw must complete the [withdrawal form](#) and submit to the Academic Support Officer for processing.

When notice of withdrawal provided	Cancellation Fee Applicable	Conditions
By the end of the 4 th week of commencement of the professional certificate	20% of the full registration amount	Completion of withdrawal form
After the end of the 4 th week of commencement of the professional	100% (i.e. no refund)	Not Applicable

Cancellation or Deferral

Please note students cannot defer part of their study with the professional certificate. If applicants wish to defer they must withdraw from the program and re-register for the next intake. Where a student seeking to defer has paid the course fees the withdrawal policy (as above) applies.

Students who choose to defer must also complete the [withdrawal form](#) and submit to the Academic Support Officer for processing.

If, due to unforeseen circumstances the course is cancelled, registered participants will receive a full refund from the University.