



UniSA Clinical & Health Sciences
Professional Certificate: The Outstanding
Workforce Leaders (OWL) Research Program

Withdrawal, Deferral, Cancellation and Refund Policy

Registration

Applicants must have registered for and paid in full the respective Professional Certificate.

Withdrawal

Students wishing to withdraw from the professional certificate must notify the Academic Support Officer via chs-teachinglearning@unisa.edu.au by the end of the third week of the 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 third week of study.

Students must complete the [withdrawal form](#) and submit to the Academic Support Officer via chs-teachinglearning@unisa.edu.au for processing.

When notice of withdrawal provided	Cancellation Fee Applicable	Conditions
By the end of the 3rd week of commencement of the professional certificate	20% of the full registration amount	Complete and submission of the withdrawal form. Students who choose to withdraw before the 3rd week of the professional certificate commencing will incur a withdraw (W) grade against their student transcript.
After the end of the 3rd week of commencement of the professional	100% (i.e. no refund)	Students who choose to withdraw after the 3rd week of the professional certificate commencing will incur a withdraw fail (WF) grade against their student transcript.

Deferral

Please note students cannot defer part of their study with the professional certificate. Students must withdraw from the professional certificate and re-register for the next intake.

Students who choose to defer must also complete the [withdrawal form](#) and submit to the Academic Support Officer via chs-teachinglearning@unisa.edu.au for processing.

The University of South Australia reserves the right to cancel events and issue refunds. In the event that an attendee cannot attend, a substitute is welcome to attend in their place. No refunds will be given unless 21 days' notice is given in writing prior to the date of the planned event. If less than 21 days the fee can be used for the same course at a later stage, or another course of the same value.