

## Withdrawal, Cancellation and Refund Policy for Professional Certificate in Allergy Nursing

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### *Professional Certificates of one Study Period duration or longer*

#### **Registering**

Applicants for professional certificates of a full study period or longer need to complete an *application form*.

The form is located on the School of Nursing and Midwifery Professional Certificates website <http://www.unisa.edu.au/Health-Sciences/Programs-and-Courses/Short-courses/Allergy/>

The completed application form is assessed by the Course Coordinator and the applicant is advised of the outcome.

#### **Payment**

Successful applicants will be provided with information detailing the fees for the professional certificate and options on how payment can be made. Enrolment for professional certificates of one full study period or longer requires full payment of the applicable fee at the time of registration.

#### **Withdrawal**

Students wishing to withdraw from professional certificate study must notify the School of Nursing and Midwifery by the census date to receive a refund less a cancellation fee of 20%. A refund will not be granted to students withdrawing after the census date.

Academic Calendars can be found at <http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/>

When notice of withdrawal provided	Cancellation Fee Applicable	Conditions
By the census date of SP3 (refer to Academic Calendar)	20% of the full registration amount	Completion and submission of withdrawal form
After the census date	100% (i.e. no refund)	Not Applicable

#### **Cancellation or Deferral**

Applications for deferred entry will be assessed on an individual basis in consideration of the student's relevant circumstances.

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