



Division of Health Sciences
Professional Certificate in Practice Education

Withdrawal, Cancellation and Refund Policy

Registration

Applicants must complete the registration form available at <http://www.unisa.edu.au/health/pcpe> and submit to the Division as per the instructions on the form.

Payment

Applicants must include payment information with their registration form. Enrolment for professional certificate requires, in most cases, full payment of the applicable fee at the time of registration. Payment per module or per course can be negotiated with the Teaching and Learning Support Officer.

Withdrawal

Students wishing to withdraw from the professional certificate must notify the Division by the end of the fourth week of commencement 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 Teaching and Learning Support Officer 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	Completion of withdrawal form
After the end of the 3rd 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 Teaching and Learning Support Officer for processing.

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