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

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/

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