

Withdrawal, Cancellation and Refund Policy for Professional Certificate in Palliative Care 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/Professional-Certificate-in-Palliative-Care-Nursing/>

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, in most cases, 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 SP6 (refer to Academic Calendar)	20% of the full registration amount	Completion of withdrawal form and return of course materials in good condition
After the census date	100% (i.e. no refund)	Not Applicable

Cancellation or Deferral

Please note students cannot defer their offer for a professional certificate course. If applicants wish to defer to the next available course they will need to reapply. Where a student seeking to defer has paid the course fees, the withdrawal policy (as above) is applied.

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