

## Refund Procedure 2021

Course fees are non-transferable however a part refund of Tuition and Enrolment fees is available.

We will refund part of your fees for the following reasons:

- If you change your mind, and decide not to do the course, or a different course in the first 4 weeks of enrolment
- If Moe Life Skills cancels the course

We will charge an amount for administration. Please read our Fees and Charges document on our website.

A part refund of materials charges may be made, where applicable

If you do not pay your fees, we cannot issue you with a Certificate or Statement of Attainment until full payment has been made. If you have trouble paying your fees please talk to Trainer or contact our head office.

If you would like to know find out more information about fees or refund of fees you can speak to the Education & Training Coordinator.

### **For more information contact:**

Moe Life Skills Community Centre  
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Moe Vic 3825  
Phone: 0351277999  
Email: [rto@moelifeskills.vic.edu.au](mailto:rto@moelifeskills.vic.edu.au)