



## REFUND POLICY

The refund policy of Polyweld Tech Academy is at all times to be fair and equitable to registered students. Applications for refunds can be made to the General Manager.

The usual business practice of Polyweld Academy is to invoice for services on completion of the training for companies who issues a valid PO/SO and prior to training for private individuals. However, Polyweld Tech Academy understands that some clients wish to spread their costs and will provide a deposit. Should a client wish to pay a deposit, the following refund policy will apply:

- If Polyweld Tech Academy have been given a **minimum of 7 days' notice**, a full refund of the deposit will be provided.
- If notice is received **less than 7 days** prior to the commencement of the course, Polyweld Tech Academy will refund the deposit less an administration fee of **\$75.00**.

Should the client not turn up to scheduled training and not advise Polyweld Tech Academy of their intention to not participate, then any deposit paid will be forfeit.

### **At Polyweld Tech Academy, enrolment course fees will -**

- Not be used for any other purpose until the student has completed the training related to the balance of the fees.

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