

Fee Protection

We are aware of our obligations as Registered Training Organisation to protect any student fees paid in advance. ***We do not collect fees in advance of more than \$1500***

Refund Information

We will make refunds to students in certain circumstances as listed in the table below. To apply for a refund you should: *email a request/ fill in our Refund Form located on our website and send to: admin@atqcollege.edu.au*

REFUNDS	
Circumstance	Refund Policy
Withdrawing from a training program	You will be entitled to a full refund of fees paid if you withdraw more than 7 days before the scheduled start of the training program
	If you withdraw within 7 days before the scheduled start of the training program you will be entitled to 50% of fees paid.
	After 7 days before the scheduled start of the training program no refund will be made
If a training program is cancelled before commencement	You will be entitled to a full refund of fees paid
Provider Fee Refund Guarantee	
IF for any reason we cannot complete the training	You will be entitled to a entitled to a refund of fees proportional to the amount of training not delivered
If you withdraw from training but have completed an embedded qualification (i.e. complete all the units for a lower level qualification)	<i>No refund will be made or the difference in the student fee will be refunded</i>