

Trainee Transfer, Withdrawal and Refund Policy

This policy should be read in conjunction with the document:
Definitions for Use with Trainee Policies and Guidelines



INSTITUTE of
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IPLS recognises that at times trainees need the ability to transfer between intakes on the course, or to withdraw from the course completely, for personal reasons. The following policy applies to transfers and withdrawals, and any refund a trainee may be entitled to as a result.

FULL-TIME ONSITE COURSE

Transfers

Please note:

- All transfers are subject to space being available in the subsequent intake the trainee wishes to transfer to.
- A course day, in relation to the full-time onsite course, means the days on which that course is normally taught, ie Monday through Friday of each week.
- Notice of a transfer from a trainee, enrolled in a full-time onsite course, may be received any time up until 5:00pm on the fifth course day from the start of that course (which is usually the Friday following the start of that course) after which time the notice of withdrawal will be deemed to have been received on the sixth course day from the start of that course.
- A transfer fee of \$450 (including GST) for administration costs associated with an approved transfer will apply to any transfer application received from the sixth course day onwards in a full-time onsite course.

Before a full-time onsite course starts

A trainee may transfer to another intake before the original full-time onsite course starts at no cost.

Once a full-time onsite course has started

1. If a trainee requests to transfer to another intake, five course days or less from the start of the full-time onsite course, the trainee must complete and send an [Application for Transfer](#) form to the National Director for approval. There is no fee payable by the trainee.
2. If a trainee requests to transfer to another intake, six course days or more from the start of the full-time onsite course, the trainee must complete and send an [Application for Transfer](#) form to the National Director for approval. The trainee must pay the transfer fee.

FULL-TIME ONSITE COURSE

Withdrawals and Refunds

Please note:

- A course day, in relation to the full-time onsite course, means the days on which that course is normally taught, ie Monday through Friday of each week.
- Notice of a withdrawal from a trainee, enrolled in a full-time onsite course, may be received any time up until 5:00pm on the fifth course day from the start of that course (which is usually the Friday following the start of that course), after which time the notice of withdrawal will be deemed to have been received on the sixth course day from the start of that course.
- The course application fee of \$112.50 (including GST) will be forfeited by any trainee withdrawing from an intake, whether or not the intake has started.
- The full course fee of \$3,740.63 (including GST) for New Zealand residents or \$6,750 (including GST) for non-New Zealand residents will be forfeited by any trainee withdrawing from a full-time onsite course from the sixth course day onwards.

Before a full-time onsite course starts

A trainee may withdraw from a full-time onsite course at any time before it starts at no cost.

Once a full-time onsite course has started

1. If a trainee wishes to withdraw from a full-time onsite course, five course days or less from the start of the intake, the trainee must complete and send an [Application to Withdraw](#) form to the National Director. The full course fee will be refunded to the trainee.
2. If a trainee wishes to withdraw from a full-time onsite course, six course days or more from the start of the intake, the trainee must complete and send an [Application to Withdraw](#) form to the National Director. The full course fee is non-refundable but may be transferred to another intake of the trainee's choice with the approval of the National Director.

PART-TIME ONLINE COURSE

Transfers

Please note:

- All transfers are subject to space being available in the subsequent intake the trainee wishes to transfer to.
- A course day, in relation to the part-time online course, means the days on which that course is normally taught, ie Monday through Saturday of each week.
- Notice of a transfer from a trainee, enrolled in a part-time online course, may be received any time up until 5:00pm on the seventh course day from the start of that course (usually the Monday following the start of that course), after which time the notice of withdrawal will be deemed to have been received on the eighth course day from the start of that course.
- A transfer fee of \$450 (including GST) for administration costs associated with an approved transfer will apply to any transfer received from the eighth course day onwards in a part-time online course.

Before a part-time online course starts

A trainee may transfer to another intake before the original part-time online course starts at no cost.

Once a part-time online course has started

1. If a trainee requests to transfer to another intake, seven course days or less from the start of the part-time online course, the trainee must complete and send an [Application for Transfer](#) form to the National Director for approval. There is no fee payable by the trainee.
2. If a trainee requests to transfer to another intake, eight course days or more from the start of the part-time online course, the trainee must complete and send an [Application for Transfer](#) form to the National Director for approval. The trainee must pay the transfer fee.

PART-TIME ONLINE COURSE

Withdrawals and Refunds

Please note:

- A course day, in relation to a part-time online course, means the days on which that course is normally taught, ie Monday through Saturday of each week.
- Notice of a withdrawal from a trainee, enrolled in a part-time online course, may be received any time up until 5:00pm on the seventh course day from the start of that course (which is usually the Monday following the start of that course), after which time the notice of withdrawal will be deemed to have been received on the eighth course day from the start of that course.
- The course application fee of \$112.50 (including GST) will be forfeited by any trainee withdrawing from an intake, whether or not the intake has started.
- The full course fee of \$3,740.63 (including GST) for New Zealand residents or \$6,750 (including GST) for non-New Zealand residents will be forfeited by any trainee withdrawing from a part-time online course from the eighth course day onwards.

Before a part-time online course starts

A trainee may withdraw from a part-time online course at any time before it starts at no cost.

Once a part-time online course has started

1. If a trainee wishes to withdraw from a part-time online course, seven course days or less from the start of that course, the trainee must complete and send an [Application to Withdraw](#) form to the National Director for approval. The full course fee will be refunded to the trainee.
2. If a trainee wishes to withdraw from a part-time online course, eight course days or more from the start of that course, the trainee must complete and send an [Application to Withdraw](#) form to the National Director for approval. The full course fee is non-refundable but may be transferred to another intake of the trainee's choice with the approval of the National Director.

This policy was reviewed: 24 June 2010

Next review date: June 2011