

Enrolment & Refund Policy

Excerpt taken from Financial Policy, full copy available from the Centre.

9 Class Enrolment and Refund

9.1 Purpose

The purpose of this policy is to regulate the enrolment and refund processes of the ACC.

9.2 Policy

The commencement of classes and activities at the ACC depends on sufficient student enrolments and is at the discretion of management.

Full course payment is required prior to activity commencement.

Pro-rata fees will apply to new participants enrolling in activities after their start date.

Credit can be issued for classes unable to be attended when advance notice is given e.g. due to holidays, planned absences, at a rate of \$10 per class (for all term-based classes).

Refunds (at the full rate) can be issued for illnesses and exceptional circumstances on a case-by-case basis, at the discretion of the EO.

Flexible payment arrangements can be made in cases of financial hardship. This can be discussed with the Executive Officer on a case-by-case basis.

9.2.1 Re-enrolments

Current students will receive a re-enrolment notice prior to the end of each term, which will note the due date for payments and re-enrolment.

The re-enrolment notice is the only notice to re-enrol and no reminders will be given.

Students currently enrolled in the class are given the first option to enrol in the same class in the next term.

To take up this option, re-enrolment with full payment must be made by the due date.

Enrolments are then open to those on the waiting lists after the due date.

Class places will not be held for students unless full term fees are paid.

9.2.2 Enrolments for children's classes

Children's classes are graded by the child's age.

Children must fit into the age range for the class in which they wish to enrol. Any exceptions are at the discretion of the tutor.