

Cancellation and Transfer Policy:

The following cancellation and transfer policy applies to the Coaching in Leadership Course:

All cancellations or changes must be requested in writing or by email to:

[programs- admin@growthcoaching.com.au](mailto:admin@growthcoaching.com.au)

Transfers

- ❖ If you transfer to another course, only one change is allowed and rescheduling must take place within 12 months of initial course.
- ❖ Transfers greater than 4 weeks prior to the course attract no fees.
- ❖ A transfer fee of \$100 plus GST is applicable if you transfer less than 4 weeks prior to the start of the course.

Cancellations

- ❖ Cancellations greater than 4 weeks prior to the course attract no fees and the full course fee will be refunded.
- ❖ Cancellations less than 4 weeks prior to phase 1 of the course will attract a cancellation fee of 50% of the course fee plus GST.
- ❖ There is no refund or credit for “no-shows” on the day of the course.

Timeframe	Transfer to another course	Cancellation
Greater than 4 weeks prior to phase 1 of the course	No additional fee	Full refund
Less than 4 weeks prior to phase 1 of the course	\$100 plus GST	50% of course fee
“No Show” Not attending phase 1 of the course	Not applicable	100% of course fee

The cohort learning experience is an important aspect of this course. It is essential that intending participants are able to attend Phase 1 and Phase 3 workshops with the same cohort. Please ensure that you are able to do this prior to completing your application.

In exceptional circumstances when participants have completed Phase 1 and need to change cohort groups, it will be necessary for them to redo Phase 1 with another cohort. A transfer fee of \$400 plus GST will be applicable.

In the event that the course is cancelled, registrants will be reimbursed their registration fee.