

## **SHORT COURSE FEES AND REFUND POLICY**

### **Course Fees**

Visit the Short Course Fast website at [www.shortcoursefast.com](http://www.shortcoursefast.com) for our current fees. The fees are listed on the courses' information pages.

### **Statement print fee**

Short Course Fast sends Statement of Attainment as electronic copies to students via email within five (5) business days of successful course completion. If students request a **printed** Statement of Attainment, they will be charged a printing fee of AUD\$15.00. Please speak with your trainer if you require a hard copy.

### **Statement post fee**

Short Course Fast can post the printed Statements of Attainment to students upon request. The post will be sent via Australia Post Express Post letters, and students will be charged a statement post fee of AUD\$15.00 per printed statement.

### **Failure to Make Payment**

Before starting training courses, students must pay all fees. No Statements of Attainment and/or Certificates will be issued until full payment has been made.

If you are experiencing financial difficulty, please contact us before enrolment.

### **Refunds**

- Students will receive a refund of 75% of the total payment if they submit a written notice of withdrawal 5 (five) working days prior to their courses' commencement date. An admin Fee of 25% of the total payment will be charged.
- Students will receive a refund of 50% of the total payment if they submit a written notice of withdrawal 3 (three) working days prior to their courses' commencement date. An admin Fee of 50% of the total payment will be charged.
- Students will NOT receive any refund if they submit a written notice of withdrawal within

2 (two) working days before or after the commencement of their courses.

- The Statement print fee and the Statement post fee are not refundable.

### Support

If you need more information, please contact [marketing@innovative.edu.au](mailto:marketing@innovative.edu.au).

### VERSION HISTORY

Version Number	Date	Summary of changes
1.0	September 2021	New policy
2.0	December 2025	Revised and updated to include the changes according to the Standards for Registered Training Organisations (2025).