

Refund Policy

Summary of Refund Conditions

Full Qualification Courses	
Deposits paid to confirm enrolment	Non-refundable unless course is cancelled by CoEM
Course cancelled by CoEM prior to start date	Full refund of deposit and pre-paid fees
Student withdraws more than 7 days prior to the course start date	Refund of pre-paid course fees with exception of non-refundable deposit.
Student withdraws less than 7 days prior to the agreed course start date	No refund of deposit and pre-paid course fees
Student withdraws during a course	Notification in writing of intention to withdraw is required. No refund of fees paid to date of withdrawal.
Short Courses	
Fees paid for short courses	No refund

Protection of Student Fees

College of Event Management will not accept payment of tuition fees-in-advance in excess of \$1500 at any one time except in circumstances where tuition fees are paid by an employer on behalf of students under an approved agreement between the parties.

Further information Accounts@coem.edu.au

NOTE: The College reserves the right to update and amend policies and procedures at any time.

Updated: November 2020