

## Withdrawal and Refund Policy

In the event that a student wishes to withdraw for refund, an application must be made in writing.

The amount of refund depends on the length of the course of study (period of enrolment), the type of student and on the time period before withdrawal, as summarized below:

Student Withdrawals									
Length of course	Less than 3 months					3 months and more			
Type of student	International Students				Domestic Students	International Students	Domestic Students		
Course length	(Less than 5 weeks)		(5 weeks or more but less than 3 months)		(1 day to 3 months)	(3 months and more)			
Withdrawal period	Up until the end of the <b>second</b> day of the course	From day 3 onwards	Up until the end of the <b>fifth</b> day of the course	From day 6 onwards	No set withdrawal period	Up until the end of the <b>tenth</b> working day	From day 11 onwards	up to the end of the <b>eighth</b> day	From day 9 onwards
Amount of refund	50% of total fees paid	No refund	75% of total fees paid	No refund	No refund	75% or more of the total fee paid (i.e. UUNZ may retain up to 25% of total fees paid)	No refund	Total amount less the lesser of 10% of the fees paid or \$500	No refund

For courses of 3 months or longer, students may change their course or withdraw within 10 working days of the commencement of the course. In the case of withdrawal within 10 working days, the student is eligible for a refund and UUNZ may retain up to 25% of the fees paid, for costs incurred. After 10 working days, there will be no refund.

For courses less than 3 months long, students may cancel up to 5 days prior to the official start date but a cancellation fee will apply as stated in the table above.