

The Skills Organisations Withdrawal/Refund Policy Form

When you, the trainee sign The Skills Organisation Training Programme Enrolment form you acknowledge in relation to withdrawals and refunds under Trainee Obligations that “The Trainee agrees to undertake all training and assessments required to complete the Training Programme. Specifically, the Trainee agrees:

- “That s/he has read the assessment appeals process, reassessment charges, and withdrawals and refunds in the Terms and Conditions at www.skills.org.nz” (see below).

Withdrawals and refunds - as per the T&C's on The Skills Organisation website

<http://skills.org.nz/assets/ETITO/Real%20Estate/Real%20Estate%20Terms%20and%20Conditions.pdf>.

Applications for withdrawal must be in writing. The date of withdrawal is the date when your written withdrawal is received by The Skills Organisation.

You will be eligible for a refund of fees providing your written application with returned material is received within the specified timeframe set out in the table below, and

- no work has been received by The Skills Organisation
- no workshop has been attended (where applicable)

To receive a full refund less administration fees, you need to meet the criteria in the table below.

Date of withdrawal received	Refund of fees paid	Admin fee	Effect of record of learning
Within 14 days of the date The Skills Organisation posted the training materials to the trainee	100% of refundable fees	\$100	There will be no record of your enrolment on your record of learning
After 14 days of the date The Skills Organisation posted the training materials to the trainee	No refund	Nil	Your record of learning will state 'Withdrawn'

Withdrawal for special circumstances will be considered

If you choose to leave employment and discontinue your training with The Harcourts Academy you will also forfeit your learning with The Skills Organisation. If you wish to continue training outside of The Harcourts Academy you will need to re-enrol with The Skills Organisation, provide your new employment agreement and pay accordingly.

Please sign this form to acknowledge that you have read the above information and return it to us with your enrolment and payment forms. We will be unable to process your enrolment without this form.

Name: _____

Date: _____

Signature: _____