

## **Terms and Conditions for all short and self-paced non award courses.**

- By accepting these terms the participant agrees to pay the Course fees (including GST) for the Course using the payment method selected on the enrolment form.
- The participant accepts that he/she is required to pay the full amount of the Course fees even if he/she does not complete the Course.
- If the participant is under 18, the parent/guardian is responsible for the payment of the Course Fees.
- Participants of the self -paced learning courses will have access up to 12 months for course materials via AIHFE students' portal from the time of enrolment to complete the course after which the access will be denied. Participants of all other courses will have access to the student's portal and the course material for the duration they remain enrolled in the course. The duration of the Course is stated in Course Description and/or advised at time of enrolment.
- Course commencement is the date upon which we receive your application, course fees in full or your deposit (for direct debit payment arrangements) and providing you the access to course materials.

### **Course Materials and eLearning Access**

1. Course Materials for all online, virtual class and self- paced learning are supplied in an online environment, unless otherwise stated in the course description.
2. The content of the online Course Materials, including copyright and all other such intellectual property rights contained therein, remain the property of AIHFE unless stated otherwise. You may not reproduce any part of the online Course Materials without the prior written consent from AIHFE.

### **Course cancellation:**

Should AIHFE cancel a course for any reason, students enrolled will be entitled to a full refund, and this will incur no administrative charges or penalties.

## **Refund policy for short courses and self –paced non award courses.**

The purpose of this policy is to outline the process for all students wanting to get refund for any Non award course. This policy applies to all students studying unaccredited course (on campus or Online) enrolled in AIHFE.

Applications for the refund for all non- award courses should be made in writing before the commencement of the course. No refunds will be given after commencement. If it is an online course application for a refund should be made before accessing any teaching material. No refunds will be given after accessing the teaching material.

(Non-Award courses: Any course or unit that does not form a part of a nationally recognised qualification.)

### **AIHFE Privacy Policy:**

**Please read our privacy policy**

