

## Terms and Conditions

Participants on Victoria University Professional and Executive Development courses are bound by the University's policies and procedures including the Statute on Student Conduct. Full details of these policies can be found at [www.victoria.ac.nz/policy](http://www.victoria.ac.nz/policy).

Specific terms and conditions related to individual courses may apply.

## Course Cancellation

A course may be cancelled or postponed by Victoria University either due to exceptional circumstances beyond our control (e.g. presenter illness) or should the minimum number of participants not be reached.

It is recommended that if you are travelling from outside Wellington that refundable travel tickets and accommodation are booked. We cannot accept liability for non-refundable travel and accommodation in the case of cancellation or postponement.

If a course is cancelled or postponed you will be advised and, on your instruction, the fee either refunded or transferred to an alternative course.

## Withdrawals and Transfers

We understand that circumstances can change therefore substitutions can be sent at no additional cost.

If this is not an option then the following refunds or fees apply:

<b>Business days before start of course</b>	<b>Refund (% of course fee)</b>	<b>Transfer Fees (% of course fee)</b>
More than 21 days	100%	No fee
21-8 days	80%	10%
5 days to 48 hours	50%	25%
Less than 48 hours	no refund	50%

Please note: Transfer fee applies where you can transfer to the next available identical course.