



GEELONG SCHOOL OF BOTANICAL ART

managed by Friends of Geelong Botanic Gardens



CANCELLATION OF CLASS ENROLMENT & REFUND POLICY

CANCELLATION OF CLASS ENROLMENT PRIOR TO COMMENCEMENT OF TERM

- Requests for a refund must be received **AT LEAST ONE WEEK PRIOR TO THE COMMENCEMENT OF TERM.**
- Refund payable will be 75% of the course fee paid.
- Late enrolments after the term has commenced will be considered subject to availability of classes. Fees payable will be costed on a *pro rata* basis.
- If a request is received less than a week prior to the commencement of term no refund will be paid.

CANCELLATION OF CLASS ENROLMENT AFTER COMMENCEMENT OF TERM

- Requests for a refund after commencement of term will be considered **FOR COMPASSIONATE AND SPECIAL CIRCUMSTANCES ONLY.** Please refer to the "GSBA- LEAVE OF ABSENCE AND LATE ENROLMENT POLICY" for details on the process for applying for leave of absence due to compassionate or special circumstances.
- Requests for a refund after the commencement of term due to compassionate and special circumstances will be considered on an individual basis and will be at the discretion of the Geelong School of Botanical Art Coordinator or the FGBG Treasurer.

Updated Dec 2022