

Refunds

If a student registers for a course and:

Withdraws:	Because the student may be disqualified prior to commencing the course	Full Refund
	Within 1 month of registering	Enrolment fee less administration fee
Substitutes	Another Student	Administration fee is payable
Cancels or Transfers Classroom enrolment	Course commencing within 7 days	Refund less cancellation fee is payable
Cancels enrolment Online	Later than 1 month of registering	No refund payable
Does not Submit and Assessment within 3 months of commencing	Wishes to continue	Extension fee payable

- The QJA reserves the right to cancel a course for any reason. In the unlikely event of course cancellation, students will have the choice of a full fee refund or a credit given towards a future course.
- Suffers hardship and is unable to continue the course a refund may be paid at the discretion of the Registrar.
- Under no circumstances will a refund be given after the completion of the course to students who are not deemed competent in the assessment set by the Department of Justice and Attorney General.
- Under no circumstances will a refund be given after the completion of the course if the student's application to become a Justice of the Peace is rejected by the Department of Justice and Attorney General.

Fee	When Applied	Fee
Administration Fee	<ul style="list-style-type: none"> • Student enrolls but withdraws within 3 months (online) • Student enrolls but substitutes another student within 3 months (online) • Student enrolls but withdraws or transfers to another course earlier than 7 days prior to course commencement (classroom) 	\$70
Extension Fee	<ul style="list-style-type: none"> • Student extends enrolment in order to complete assessment after initial 3-month period 	\$200
Late Cancellation Fee	<ul style="list-style-type: none"> • Student cancels an enrolment less than 7 days prior to start of classroom course 	\$170 CDec \$200 JP (Qual)

Deferment of Course and Fee Credit:

- Students may receive a course credit if they cannot continue the course for unavoidable reasons such as illness, hardship or family difficulty. The credit can be used to pay for a future course of their choice.
- Any credit of fees for a student is transferable to other persons nominated by the student. Any credit of fees being held for the use of a student is non-refundable.
- All matters relating to fees and refunds are listed in the Charges, Fees and Refunds Policy, which is available upon request.

Consumer Rights

Should a student dispute any charge or non-payment of a refund, they may lodge a complaint via the complaints and appeals process as detailed in this document.