

## Centre for Applied Energy Economics and Policy Research - Executive Courses Cancellation Policy

- Cancellations 14 or more days prior to the course start date are permitted. Cancellations due to change of mind within 13 days of the course start date are not permitted.
- Course registration is fully transferrable to another similar calendar course within 12 months of the original course date, if there is any available. A request to transfer to another course must be made via email to [caeepr@griffith.edu.au](mailto:caeepr@griffith.edu.au) at least 5 days prior to the original course start date.
- No fee will be charged if a registrant nominates a replacement person to take their place on the course. The name and contact details of the replacement nominee must be emailed to [caeepr@griffith.edu.au](mailto:caeepr@griffith.edu.au) at least 5 days prior to the course start date.
- If a registrant does not attend the course due to medical reasons and provides a valid medical certificate (via email to [caeepr@griffith.edu.au](mailto:caeepr@griffith.edu.au) 100% of the course fee can be credited towards another course within 12 months of the original course date, if there is any available.
- CAEEPR reserves the right to cancel courses due to unforeseen circumstances, and registrants will be notified of any changes with as much notice possible.
- If a course is rescheduled, registrants will be notified and transferred to the rescheduled course date. In this case, registrants are entitled to request transfer to another similar course within 12 months of the original course date or may request a refund of the original course fee.
- If the course is cancelled, 100% of the course fee paid will be refunded.

**Disclaimer:** Failure to adhere to any of the above policies will forfeit a refund.  
All figures quoted are GST inclusive, unless otherwise stated.