

POLICY NO.7: Student Fees

The Advanced Certificate of Contemporary Gestalt Therapy is a two-year training program with two (2) training modules delivered per year including both theory and practicum. Each module can be undertaken as a stand-alone professional development course. Students wishing to obtain the Advanced Certificate of Contemporary Gestalt therapy need to successfully complete all 4 modules.

The fee for each module for 2016 is \$2900.

This includes:

- Teaching for 3 weekend modules
- 1 Residential (teaching, accommodation & food)
- Supervision sessions (as included as a requirement for each training module)

Other costs not covered by course fees: Students are required to meet the cost of personal therapy sessions as required by each module and any additional supervision sessions the student may wish to engage in beyond the requirements for the course.

Payment Schedule

Fees are payable in full at the commencement of the training year. Arrangements can also be made to pay in four (4) installments over the training year. The schedule of payments is outlined in the Student Contract and Student Handbook.

All payments are to be made by the due date via Direct Debit to our nominated bank account.

Under circumstances of financial hardship, if a student is unable to meet the payment deadlines, they must notify TRIA in writing via admin@therelationalinstitute.com.au at least seven (7) days before the due date. TRIA will negotiate with the student in order to develop a mutually acceptable payment structure.

Student Withdrawal & Fee Refund

Fees paid by students that withdraw from either the Advanced Certificate and/or an individual training module after the training for a given module has commenced are non-refundable.

The following refunds apply for modules that have not commenced at the time notification of withdrawal is given:

- Four (4) weeks prior to due date of payment: Full refund.
- One (1) week prior to due date of payment: 50% refund.
- Less than one (1) week prior to due date of payment: Non-refundable.

Notification of withdrawal from training by the student must be given in writing to admin@therelationalinstitute.com.au and include:

- Students full name
- Residential and/or postal address
- The course and/or module(s) the student wishes to withdraw from
- Reason for withdrawal

Application for Fee Refund Under Special Consideration

If a student's withdrawal from training falls under a special consideration notification, an application for the refund of fees paid can be made no later than one (1) month after the commencement date of the training. Applications for fee refund can be made in writing to admin@therelationalinstitute.com.au and should include:

- Details of the circumstances relating to special consideration
- Documentation supporting their claim
- Students full name
- Students residential and/or postal address
- Bank account details

Situations and events that may be considered grounds for special consideration include: (NB: Work commitments do not warrant special consideration)

- Serious personal illness
- Death of a loved-one
- Significant personal crisis

TRIA will consider applications for refund and notify the applicant of the outcome within fourteen (14) days of receiving the application.

Graduation Requirements

In order for a student to be granted completion of a module and/or the Advanced Certificate, all training fees, late fees and fines applicable to the course must be made in full.

Termination of Training by TRIA

In the event that a student is requested to leave the training program by TRIA faculty or Directors, any fees paid by the student for modules that have not yet commenced will be refunded in full.

Cancellation of Course by TRIA

In the event that circumstances prevent a training module commencing and/or a training module is cancelled by TRIA, all fees paid by students will be fully refunded.