PROCEDURES

Withdrawal and Refund Procedure

- Written notice at any time; confirmed within 2 business days.
- Statement of Attainment for completed units; refund calculated under the Refund Policy.
- Payment plan instalments cancelled from withdrawal date. No withdrawal penalty fee.

This summary is provided for student information under the Standards for RTOs (Outcome Standards) 2025. The full controlled version of this document is issued in the Pre-Enrolment Information Pack and is available at any time from info@caqa.edu.au or 1800 266 160.