



Certificate in Professional Development for Reiki Treatment Terms and Refund Policy

The certificate course comprises six units, which are designed to be completed via distant education/home study.

Course fees

- Students must pay the unit fee in full prior to acceptance for the unit.

Refunds

Option 1:

If a student withdraws from or for other reasons fails to complete a unit after their fee has been paid, but before course materials have been provided, (i.e. Learner's Guide and Course Assignments) fees paid will be refunded in full, less an administration fee of \$35.

Option 2:

If a student withdraws from or for other reasons fails to complete a unit after course materials have been provided, but before they have submitted any assignments, 50% of fees paid will be refunded; this allows for administrative time and expenditure involved in the provision of materials and contracting a facilitator.

Option 3:

If a student wishes to withdraw from or for other reasons fails to complete a unit after course materials have been provided, but before they have submitted any assignments and they can provide a valid reason, they can request the training be **put on hold for no more than 6 months**. The student must then notify training@reikiaustralia.com.au of the date they can re-commence the training. The due date for submission of assignments will be two months from the re-commencement date. They will have two months from date of recommencement, with no further extension, to complete the training. If training cannot be re-commenced, then 30% of fees paid will be refunded; this allows for administrative time and expenditure involved in the provision of materials and contracting a facilitator.

Note 1: No refund will be provided once a student has submitted any course assignments. If a student withdraws from a unit after submitting assignments, the full facilitation fee of \$55 is provided to the facilitator.

Note 2: If a student withdraws from, is unable to re-commence within 6 months or for other reasons fails to complete a unit, and at a later date wants to take the unit, they will be required to pay the full unit fee.

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