AICD Enrolment Cancellation Policy

Your rights in relation to cancellation of your enrolment in an AICD Course depend on the type of course and when you request the cancellation. All date references below are expressed in calendar days.

a   Face-to-Face Courses:

   i. If you cancel your enrolment before the Course Cut-Off Date (see below), you will be entitled to a full refund of the Course fee.

   ii. If you cancel your enrolment after the Course Cut-Off Date, but at least 14 days before the Course Commencement Date, no refund will be provided (unless in Exceptional Circumstances). During this period and subject to availability, you may request to transfer your enrolment to another Course on payment of a transfer fee equal to 50% of the Course fee for your original enrolment. You will also be required to pay, or will be refunded, any difference between the original Course fee and the new Course fee, as applicable.

   iii. If you cancel your enrolment less than two weeks prior to the Course Commencement Date, no refunds or transfers will be permitted unless in Exceptional Circumstances.

   iv. The Course Cut-off Date means:

- All Face-to-Face Courses except Boardroom Mastery™: 28 days (4 weeks) before the Course Commencement Date.
- Boardroom Mastery™ Course: 56 days (8 weeks) before the Course Commencement Date

b   Facilitated Online Courses:

   i. If you cancel your enrolment at least 14 days before the Course Commencement Date, you will be entitled to a full refund of the Course fee.

   ii. If you cancel less than 14 days before the Course Commencement Date, no refund will be provided (unless in Exceptional Circumstances). During this period and subject to availability, you may request to transfer your enrolment to another Course on payment of a transfer fee equal to 50% of the Course fee for your original enrolment. You will also be required to pay, or will be refunded, any difference between the original Course fee and the new Course fee, as applicable.