Apprenticeship Tuition Payment, Transfer and Refund Policy

This policy outlines the IUOE 955 Apprenticeship and Education (A&E) approach to apprenticeship tuition payments, course transfers, withdrawals, and refunds.

Tuition Payment

Full tuition payment is required to secure a seat in a training intake unless alternative arrangements have been approved by the Training Centre.

Course Transfers

- Transfer requests received prior to the course start date will have their tuition transferred in full to the new intake.
- Transfer requests are subject to seat availability in the requested intake.

Withdrawals and Refunds

- Withdrawals received more than fourteen (14) calendar days before the course start date are eligible for a full refund of tuition paid.
- Withdrawals received within fourteen (14) or fewer calendar days before the course start date are subject to a $100 administrative and processing fee, which will be deducted from the refund amount.
- No tuition refund will be issued when an apprentice withdraws on or after the course start date.
- Failure to attend training without prior notification does not qualify for a refund.

Exceptional Circumstances

IUOE A&E may review requests for exceptions to this policy on a case-by-case basis when supported by documentation of exceptional circumstances. Approval of any exception is at the sole discretion of IUOE A&E

Policy Administration

IUOE A&E reserves the right to interpret and apply this policy as required to ensure fairness, consistency, and the effective administration of apprenticeship training programs.