



CLET TRAINING

Where experience is acknowledged!

COURSE CHANGE POLICY

There are timelines within which students may change their enrolled course to an alternative course with CLET. Except in the instance of CLET cancelling or discontinuing a course, the following policy applies to course changes:

All students with CLET have the option to change their enrolled course to any other course offered by CLET within the following guidelines:

Any reduction of course from a higher level to a lower level must be done within the following timelines and only applies to those courses that have all levels imbedded. For example, the Diploma of Justice Studies which includes the Short Program and the Certificate IV as part of the total study:

- To reduce to an Accredited Short Program – within 12 weeks after commencement
- To reduce to an Accredited Certificate III Program – within 16 weeks after commencement
- To reduce to an Accredited Certificate IV Program – within 24 weeks after commencement
- To reduce to an Accredited Diploma Program – within 36 weeks after commencement

Should a student wish to cease study at the exit points below their enrolled level of study, the course change cannot be facilitated outside of these timelines, however Statements of Attainment or Certificates can be issued. There is a \$20 fee charged on all Statements of Attainment or Certificates issued if they are requested prior to completion of the enrolled program.

Any change from a course at one level to a course at a different level or at the same level, but in the absence of an imbedded program, can occur without any cost within the first four weeks after the course commencement date. After this time, a \$200 transfer fee will be incurred. In addition, further costs may be incurred if the initial program has been studied and resources used. These costs will be calculated on an individual basis but will not exceed the course fees for the new course being transferred into. Management may waive these fees where applicable.

Any course change from a course at one level to a course at a higher level can occur at any time, incurring the costs that are the difference between the original course price and the higher course price.