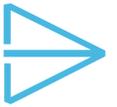


Fees and Charges, Withdrawal and Refund Policy

Adamattrin Pty Ltd as Trustee for Mesaric Family Trust T/A Forme
Education

[ABN: 43 288 767 600 ACN: 130 686 001]
[RTO No. 31744]



Overview

Forme offers non accredited Discovery Pathways, Accredited Pathway short courses, and Qualifications for learners to develop specialist or broader areas of expertise.

Forme's Fees, Withdrawal and Refund Policy applies to all learners whether enrolled in our Discovery Pathways, Accredited Pathways or Qualifications.

The Policy is a fair, reasonable and transparent process that has been developed in accordance with the legislative requirements of the Standards for Registered Training Organisations 2015.

Fees and Charges

All learners undertaking training with Forme Education in any of our courses or programs are required to pay fees.

All fees are clearly and accurately stated on our fee schedule which is available on our website or by contacting us.

All fees include access to learning materials and assessments (where applicable) via our online learning platforms.

Additional costs may apply where learning materials are required in different formats such as printed versions.

Forme Education will not collect more than \$1,500 in advance of your progress in the qualification.

1. Full payment is required at enrolment for all Discovery Pathway programs.
2. Full payment is required at application for Accredited Pathway programs (short courses).
3. Two payment options are available for Qualifications.

Option 1:

- Course fees are divided into 2 payments.
Payment 1 is payable on application.
Payment 2 is due 6 months from commencement.

Option 2:

Course fees will be divided into 10 equal payments across the qualification duration and can be paid by credit card. The 10 payments include a 10% surcharge. The first payment is payable on application, with the remaining 9 payments payable monthly.

RPL will be charged at the value of the module or qualification being applied for. Refer to Forme Education's Schedule of Fees. RPL fees will be charged in two equal payments, as follows:

- first payment on application
- second payment prior to the competency conversation.

If you are applying for RPL for individual units, costs and payment terms will be negotiated individually.

Refund Policy

In the very unlikely event that Forme ceases to be able to provide a VET course of study, it will refund all fees for modules or units of competency not yet completed and will, where possible, facilitate the continuation of your qualification with an alternative RTO.

Learners requesting a refund need to notify Forme in writing and complete and submit a 'Notice of Withdrawal and Application for Refund Form' available on our website www.forme.edu.au

Discovery Pathway

No refund will be made once a student has paid the fees and enrolled into the program.

Accredited Pathways

Once you have applied, Forme will conduct a suitability assessment with you. Should Forme determine that you do not meet the suitability requirements, you will be advised of the reasons why and informed of alternative options. A full refund will apply.

Forme will notify you in writing of your successful enrolment. If you notify Forme in writing within two business days of this notification, of your decision not to commence, you will receive a refund of money paid less a \$300 administration charge.

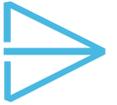
Your online program will be activated on the third business day following notification of enrolment and will be considered your commencement.

No refunds will apply if you withdraw after commencement.

Qualifications

Once you have applied, Forme will conduct a suitability assessment with you. Should Forme determine that you do not meet the suitability requirements, you will be advised of the reasons why and informed of alternative options. A full refund will apply.

Forme will notify you in writing of your successful enrolment. If you notify Forme in writing, within two business days of this



notification, of your decision not to commence, you will receive a refund of money paid less a \$300 administration charge.

If you have selected the monthly payment option you will be liable for any outstanding balance of the \$300 administration charge.

Your online program will be activated on the third business day following notification of enrolment and will be considered your commencement.

After commencement, if you notify Forme of your decision to withdraw, you will receive a pro-rata refund for any modules (Diplomas) or units of competency (Certificates) that have not yet been commenced, less a \$300 administration charge.

If you are applying for a refund, you must supply all supporting documentation such as medical certificates.

RPL

Once you have applied and paid your first payment you will undertake an initial interview with an assessor. Should you, for any reason, decide to withdraw from the RPL process after this interview, you have two business days to notify Forme and you will receive a refund, less a \$300 administration charge.

No refund applies if you decide to withdraw after this period.

Exceptional Circumstances

Forme will consider refunds based on exceptional circumstances and will treat them individually and on their merits. Forme's Appeal Policy will apply to all refund decisions.

If you are entitled to a refund, Forme will refund your money within ten business days.

Withdrawal Policy

If for any reason you do not intend or are unable to continue your study, you must formally notify Forme of your intention to withdraw from the course or program by completing and submitting the Notification of Withdrawal and Application for Refund Form. Please consider the impact of our Refund Policy.

If you withdraw, all outstanding course work and full payment for units completed must be received prior to Forme issuing any certification including qualifications or statements of attainment.

The form can be downloaded from our website and submitted via email to: hello@forme.edu.au

Forme will issue you with a statement of attainment for all successfully completed units of competency.

Forme Withdrawal

Forme will maintain contact with you to regularly evaluate your progress and assist you during your studies. Should you not access your online learning resources and Forme cannot contact you via email, phone or text for a period of four weeks, you will be withdrawn and any fees paid to date will be non-refundable.

This policy ensures the protection of consumer rights under Australian law. However, the existence of this policy and the complaints and appeals process does not prevent you taking further action under Australia consumer protection law.