



The Hahnemann College for Heilkunst

Payment Policy all Diploma/Certificates

This policy shall deal with

- A - payment options allowed
- B - Minimum payment required at beginning of studies
- C - Arrears
- D - Suspension of payments
- E - Refunds

A - payment options allowed

All Diplomas and Certificates (with the exception of those programs with a total fee of under \$1000) have two payment options

- 1 - Annual
- 2 - Monthly

If the program is under \$1000 in total then the student shall make payment in full upon registration or two (2) payments three (3) months apart. The first payment is due upon registration.

B - Minimum payment required at beginning of studies

A minimum payment of \$600 (\$300 for courses under \$1000) is required upon registration to cover administration fees. Books and electronic access to course material shall not be shipped/granted until this payment is received This fee is non -refundable if the student withdraws..



The Hahnemann College for Heilkunst

C - Arrears

Where the student chooses the Annual Payment option the student shall be allowed a maximum of two (2) months arrears in payment. If payment or payment arrangements have not been received by this time the student's iTunes University access shall be suspended and the student shall be removed from the student groups. Access will be reinstated once payment has been made. The student will also be charged an additional fee of \$25 to cover the administrative cost of changing access (both disconnection and connection).

Where the student chooses the Monthly Payment option the student shall be allowed a maximum of three (3) months arrears in payments. If payment or payment arrangements have not been received by this time the student's iTunes University access shall be suspended and the student shall be removed from the student groups. Access will be reinstated once payment has been made. The student will also be charged an additional fee of \$25 to cover the administrative cost of changing access (both disconnection and connection).

D - Suspension of payments

If circumstances arise that a student must step away from their studies for a time the student shall be allowed to suspend their payments for three-months. Such a suspension shall be allowed only one time during the course of a student's studies where the normal study period is less than 18 months, and twice otherwise. If a period longer than three months at one time is required the student must withdraw and re-register when they are ready to begin their studies again. Refund policy as described below will be applicable in this case. All fees and work required at the time of re-registration are the responsibility of the student. Fees previously paid will be credited towards the re-registration fee and any work done previously will be credited upon assessment and approval by a tutor.

E - Refunds

E.1. If the student registers for a diploma or certificate and then withdraws within three months, the HCH will refund the tuition paid to date, less the non-refundable deposit and the value of books and iPod. If any modules are completed during this time, the value of these modules will also be withheld (value determined by administration fees related to each module which varies depending on the size and complexity of each module).

E.2. If the student registers for a diploma or certificate and then withdraws after the three-month window, one of two situations will apply.

1. In the case of monthly payments: No refund.
2. In the case of annual payments: Partial refund based on the number of months in the tuition year during



The Hahnemann College for Heilkunst

which the student had access to the study material and resources.

To explain by way of an example:

Annual tuition for DHHP: \$5,775 paid at registration

Student is registered for 7 months and then decides to withdraw; she has not completed any modules. In calculating the refund, the monthly tuition amount of \$510 is applied for 7 months (\$3,570) then the difference is calculated between this amount and the tuition paid to date (\$5,775)

The difference is \$2,205.

From this, the usual deductions are applied:

\$600 NRD + \$450 approx BOOKS + \$150 IPOD The student will receive a refund of \$1,005.



The Hahnemann College for Heilkunst

Updated NOV 2012