



**THE CENTRE FOR CULTURAL MATERIALS CONSERVATION  
THE UNIVERSITY OF MELBOURNE**

Chemistry Bridging Course, February 1 – February 12, 2010

**REFUND POLICY**

Payment for the course will not be processed until Monday 11 January 2010. Refunds will only be provided if written intention to withdraw is received by Monday 11 January 2010. The Centre will retain an administration fee of 25% of the Course fee. Notice of cancellation can be faxed to the Centre for Cultural Materials Conservation, the University of Melbourne on 8344 0329 or by email [pnel@unimelb.edu.au](mailto:pnel@unimelb.edu.au)

In special circumstances, such as illness (supported by signed documentation from a medical practitioner) partial or full refunds will be considered.

Refunds will **NOT** be given in the event that:

- The Course is not to your liking
- The Course is not what you thought it would be
- You change your mind
- You have a scheduling conflict between study and ongoing employment commitments

Students are encouraged to discuss any issues relating to difficulty of completion with the course co-ordinator. The University has a number of student support services available.