

LEE TRAINING SOLUTIONS  
REGISTERED TRAINING ORGANISATION 52370

## Refunds Policy

- LTS will not refund fees paid in advance unless training cancellation INCLUDES more than 5 days' notice in writing.

The following percentage of refund will apply to all training cancellations:

- Where 20% or less of the course has been provided to the Candidate a 100% refund less \$30.00 admin fee will apply.
- Where less than 50% of the course has been provided to the Candidate a 50% refund less \$30.00 admin fee will apply.
- Where 50% or more of the course has been provided to the Candidate no refund will apply

LTS will also provide a 100% refund of fees paid in advance to any candidate if in the unlikely event that following circumstances were to arise:

- The arrangement for training was terminated early due to unavoidable circumstances
- LTS failed to provide the agreed services to the candidate or Business
- LTS was to become insolvent or not allowed to operate due to requirements/ and or restrictions imposed by the Training Accreditation Council (TAC)

### NOTE:

LTS in most cases will not require candidates or Businesses to pay in advance until the training services have been provided, but LTS holds the right at any time to request payment in advance.