



St Marks

National Theological Centre

St Mark's National Theological Centre Nationally Recognised Training



Policy InfoSheet

St Mark's Enrolment Policy

An 'enrolment' consists of a completed Enrolment Form accompanied by the course deposit fee or the registration of an individual or individuals by a client organisation that is invoiced for the cost of training for its employees. All students will complete an Enrolment Form before the first session of training.

St Mark's reserves the right to withhold final certificates, including AQF Certificates of Qualification, Statements of Attainment, until fees are paid in full by an individual student or sponsoring organisation.

Minimum enrolments are predetermined and when reached, ensure that a course will proceed.

St Mark's reserves the right to cancel a course for insufficient enrolments or for any other reason. In such cases, full fees, where and individual or organisation has paid those fees, will be refunded.

St Mark's reserves the right to change a course schedule if there is an unforeseen change in tutor or venue circumstances. However, if such changes mean that a student is no longer able to attend the course, a transfer to another course or a full refund will be made to the individual student or to the organisation sponsoring that student, in cases where fees have been paid in advance.

St Mark's will make every endeavour to accommodate the needs of students with a disability. Organisations and/or individuals will need to discuss such needs at the time of enrolment.