

COURSE APPLICATIONS – FEES - REFUNDS

Assessments – Training Courses – Refresher Workshops

COURSE APPLICATIONS

Applications for all NZOIA courses (Training, Assessments, Refresher Workshops) normally **CLOSE SIX WEEKS prior to the course**. We must receive a **fully completed application along with the course fee by the application closing date** to secure a place on a course.

Places on **all** courses are **allocated on a first in** (with fully completed application documentation and course fee) **first accepted basis**, although we will endeavour to accommodate all applications received up to application closing date. All course applications will be acknowledged **by email**, as they are received.

Shortly after applications close, your acceptance will be confirmed - **by email**, and approximately four weeks before the course, you will be provided with detailed information for the course - actual location, meeting place/time, gear required and any other necessary information for the course.

COURSE FEES

NZOIA policy is that the applicable training, assessment, refresher workshop **course fee is payable by application closing date**. In addition to the course fee, the following fees are also applicable in respect of assessments:

Qualification Registration - \$40

A qualification registration fee is not payable by the holder of **three** or more NZOIA qualifications.

Hut Fees / Accommodation

Some assessment courses will require the payment of hut fees (i.e. Bush & Alpine). In some cases these will be payable at the start of the assessment – on the first evening/day and for some assessments these will be invoiced to course members, prior to the course.

Assessment course members will also have costs of transport to the venue; food, and transport during the course; and will need to provide a range of technical equipment for the activity being assessed; and occasionally costs associated with arranging 'model students' to instruct.

NZOIA Enrolment Fee

Enrolment applications can be made online on the NZOIA website at:-
<http://www.nzoia.org.nz/membership/index.asp>

FEE REFUND POLICY

Refund in full will be provided if withdrawal is **six** weeks or more before the course date – by the application closing date (or the fees may be transferred to a future course).

Within **six** weeks of a course date, refunds are **generally** not provided in any circumstances and transfer of fees to another course is similarly **generally** not permitted.

NZOIA **may** consider a refund (or transfer of fees to a future course) if your place on a course can be filled by another person.

NZOIA will **consider** applications for refund of fees where a withdrawal is within the six week time period, however as the cost of running a course is fixed at the six week stage (application closing date) and a financial loss is likely because of a withdrawal, our policy is generally **not** to refund.