



# Dance Therapy Training Aotearoa Ltd.

## Withdrawal, Refund & Deferment Policy

### Definitions:

1. Final fee deadline date  
Year 1: 4 weeks prior to course commencement date – **15 January 2024**  
Year 2: 2 weeks prior to course commencement date – **15 January 2024**
2. Course commencement date  
Year 1: The Monday of the week the first tutorials start for year 1 – **12 February 2024**  
Year 2: The Monday 2 weeks before the first seminar for year 2 (when readings/seminar information posted and placement meetings begin) – **29 January 2024**
3. Final withdrawal date  
Year 1: Friday 1 week after seminar 2, year 1 – **Friday 8 March for in-person cohort 2024, Friday 19 April for online cohort 2024**  
Year 2: Course commencement date – **29 January 2024**

### Terms & Conditions

- All refund, withdrawal or deferment requests to be made in writing
- The refund amount will be calculated from the date of receipt of the written request and its supporting evidence(s) and in accordance to the Dance Therapy Training Aotearoa Ltd Payment Plan, Withdrawal, Refund and Deferment Policy
- Course commencement date is defined as 'Proposed Course Start Date' as listed on the website and in the course manual. If the student applies for course deferment to a future intake date, the refunds policy applies to the current course and its Proposed Course Start Date.
- Refunds will be processed and paid into the original bank account details used for payment or by the original payment method (stripe/paypal).
- Refunds will be processed within 20 working days from the date of receipt of the written request and its supporting evidence(s).
- A written statement will be provided to explain how the refund is calculated per request from a student or an authorised third party.
- A written statement will be provided to explain the % fees transferred for a deferment request. A credit note for that amount is created in xero and the student placed into the admin master student list on the tab for the following year with a note about the deferment and credit. If the student chooses to defer rather than withdraw, and then at a later stage, decides not to continue with the course at the deferred date, no refund is payable.
- For NZ resident students who have paid GST, the figures below are GST inclusive.

### Year 1: Withdrawal Application Requests:

Situation	Procedure
Before the Final Fee Deadline Date	If a student withdraws before the final fee deadline (as listed on the website) he/she is entitled to a complete refund of any course fees paid less the deposit, and any Foundation Module fees or make-up fees paid.

	<p>If the student has opted into a payment plan, he/she is entitled to a complete refund of any instalments made less the deposit, any Foundation Module fees or make-up fees paid and the payment plan establishment/admin fee (\$110).</p>
<p>Between the Final Fee Deadline and the Course Commencement Date</p>	<p>The \$550 deposit, FM fee and make up fees are non-refundable. He/she is entitled to a 75% refund of remaining course fees paid if the student has paid in full.</p> <p>If the student has opted into a payment plan, the \$550 deposit, FM fee, make up fees and payment plan admin fees (\$110 establishment + \$70 per payment after final fee deadline) are non-refundable. The student is entitled to a refund of any additional course fees paid over \$1,150 (equivalent to 25% of the full annual course fee after deposit).</p> <p>If the student has not paid the equivalent of 25% of the full annual course fee, this is payable in full prior to the cancellation of the payment plan and withdrawal can be finalized.</p>
<p>After the Course Commencement Date and before Final Withdrawal Date</p>	<p>If a student withdraws after the course commences and before the final withdrawal date the \$550 deposit is non-refundable. He/she is entitled to a 50% refund of remaining course fees paid.</p> <p>If the student has opted into a payment plan, the \$550 deposit, FM fee, make up fees and payment plan admin fees (\$110 establishment + \$70 per payment after final fee deadline) are non-refundable. The student is entitled to a refund of any additional course fees paid over \$2,300 (equivalent to 50% of the full annual course fee after deposit).</p> <p>If the student has not paid the equivalent of 50% of the full annual course fee, this is payable in full prior to the cancellation of the payment plan and withdrawal can be finalized.</p>
<p>After the Final Withdrawal Date</p>	<p>If a student withdraws after the final withdrawal date he/she is not entitled to any refund.</p>

	If the student has opted into a payment plan, the outstanding amount due on the payment plan for the annual fees is still payable, per the contract.
Provider default	If Dance Therapy Training Aotearoa Ltd is unable to deliver the course a full refund minus any Foundation Module fees or make-up fees will be paid to students.
<b>Remaining enrolled but not completing course requirements</b>	
If the student chooses to remain enrolled in the course rather than withdrawing, but is not intending on completing the course requirements for obtaining the diploma in DMT:	<p>The following expectations/requirements apply:</p> <p>The minimum participation in the course to maintain access to the course materials and recordings is:</p> <ul style="list-style-type: none"> <li>- year 1 in person: at least 1 full day per weekend (module).</li> <li>- year 1 online: at least 1 full workshop per monthly seminar.</li> <li>- year 2: at least 1 full workshop per seminar.</li> </ul> <p>If you are integrating DMT into any existing work or practice (eg. as a counsellor), you are required to attend DMT supervision with one of our DMT supervisors (every 4-6 weeks).</p>
<b>Deferment Application Requests</b> <i>Deferment requests only valid for a 1 year deferment</i>	
Deferment request before final fee deadline	<p>All fees paid are transferable to the following year's tuition fees, less the \$550 deposit and any payment plan admin fees that have been paid.</p> <p>The student will be required to pay the deposit the following year, however if there is any fee increase to the course fees, this will be waived for the deferred student.</p> <p>If the student wishes to transfer their enrollment to a new student who is not already in contact with the Diploma team, they may do so, less the \$550 deposit and any payment plan admin fees.</p>
Deferment request after final fee deadline and before course commencement date	The \$550 deposit, Foundation Module fee, make up fees, and payment plan admin fees (\$110 + \$70 per payment after final fee deadline) are non transferrable.

	<p>The student may transfer their enrolment with 75% of fees paid being transferable to the subsequent year's course fees (if they have paid in full).</p> <p>If they are on a payment plan, the student is entitled to a transfer of any additional course fees paid over \$1,150 (equivalent to 25% of the full annual course fee after deposit).</p> <p>The student will be required to pay the deposit and balance of fees the following year, including any fee increase to the course fees.</p>
<p>Deferment request after course commencement and before final withdraw date</p>	<p>The \$550 deposit, Foundation Module fee, make up fees, and payment plan admin fees (\$110 + \$70 per payment after final fee deadline) are non transferrable.</p> <p>The student may transfer their enrolment with 75% of fees paid being transferable to the subsequent year's course fees (if they have paid in full).</p> <p>If they are on a payment plan, the student is entitled to a transfer of any additional course fees paid over \$1,150 (equivalent to 25% of the full annual course fee after deposit).</p> <p>The student will be required to pay the deposit and balance of course fees the following year, including any fee increase to the course fees.</p>
<p>Deferment after the final withdraw date, up to 1 month after the final withdrawal date</p>	<p>The \$550 deposit, Foundation Module fee, make up fees, and payment plan admin fees (\$110 + \$70 per payment after final fee deadline) are non transferrable.</p> <p>The student may transfer their enrolment with 50% of fees paid being transferable to the subsequent year's course fees (if they have paid in full).</p> <p>If they are on a payment plan, the student is entitled to a transfer of any additional course fees paid over \$2,300 (equivalent to 50% of the full annual course fee after deposit).</p> <p>The student will be required to pay the</p>

	deposit and balance of fees the following year, including any fee increase to the course fees.
Deferment more than 1 month after the final withdrawal date	No transfer of fees is applicable and the student is liable for any outstanding payment plan fees to make up the total programme fee invoiced.
Conditions to deferment	<p>It is only possible to defer to the following year.</p> <p>If you decide to defer, you will restart the course at the start of that year. Your access to the classroom, recordings and seminars will end and restart at the beginning of the following year.</p>

### Year 2: Withdrawal application requests:

Situation	Procedure
Before the Final Fee Deadline Date	<p>If a student withdraws before the final fee deadline (as listed on the website) he/she is entitled to a complete refund of any course fees paid less the \$550 deposit.</p> <p>If the student has opted into a payment plan, he/she is entitled to a complete refund of any instalments made less the \$550 deposit and the payment plan establishment/admin fee (\$110).</p>
Between the Final Fee Deadline and the Course Commencement Date/Final Withdrawal Date	<p>If a student withdraws after the course commences and before the final withdrawal date the \$550 deposit is non-refundable. He/she is entitled to a 50% refund of remaining course fees paid.</p> <p>If the student has opted into a payment plan, the \$550 deposit and payment plan admin fees (\$110 establishment + \$70 per payment after final fee deadline) are non-refundable. The student is entitled to a refund of any additional course fees paid over \$2,300 (equivalent to 50% of the full annual course fee after deposit).</p> <p>If the student has not paid the equivalent of 50% of the full annual course fee, this is payable in full prior to the cancellation of the payment plan and withdrawal can be finalised.</p>

<p>After the Course Commencement Date/Final Withdrawal Date</p>	<p>If a student withdraws after the final withdrawal date he/she is not entitled to any refund.</p> <p>If the student has opted into a payment plan, the outstanding amount due on the payment plan for the annual fees is still payable, per the contract.</p>
<p>Provider default</p>	<p>If Dance Therapy Training Aotearoa Ltd is unable to deliver the course a full refund minus deposit will be a complete refund of any course fees paid less the \$550 deposit.</p>
<p><b>Remaining enrolled but not completing course requirements</b></p>	
<p>If the student chooses to remain enrolled in the course rather than withdrawing, but is not intending on completing the course requirements for obtaining the diploma in DMT:</p>	<p>The following expectations/requirements apply:</p> <p>The minimum participation in the course to maintain access to the course materials and recordings is:</p> <ul style="list-style-type: none"> <li>- year 1 in person: at least 1 full day per weekend (module).</li> <li>- year 1 online: at least 1 full workshop per monthly seminar.</li> <li>- year 2: at least 1 full workshop per seminar.</li> </ul> <p>If you are integrating DMT into any existing work or practice (eg. as a counsellor), you are required to attend DMT supervision with one of our DMT supervisors (every 4-6 weeks).</p>
<p><b>Deferment Application Requests</b> <i>Deferment requests only valid for a 1 year deferment</i></p>	
<p>Deferment request before final fee deadline</p>	<p>All fees paid are transferable to the following year's tuition fees, less the \$550 deposit and any payment plan admin fees that have been paid.</p> <p>The student will be required to pay the deposit the following year, however if there is any fee increase to the course fees, this will be waived for the deferred student.</p> <p>If the student wishes to transfer their enrollment to a new student who is not already in contact with the Diploma team, they may do so, less the \$550 deposit and any payment plan admin fees.</p>
<p>Deferment request after final fee deadline</p>	<p>The \$550 deposit and payment plan admin</p>

<p>and before course commencement date/final withdraw date</p>	<p>fees (\$110 + \$70 per payment after final fee deadline) are non transferrable.</p> <p>The student may transfer their enrolment with 75% of fees paid being transferable to the subsequent year's course fees (if they have paid in full).</p> <p>If they are on a payment plan, the student is entitled to a transfer of any additional course fees paid over \$1,150 (equivalent to 25% of the full annual course fee after deposit).</p> <p>The student will be required to pay the deposit and balance of course fees the following year, including any fee increase to the course fees.</p>
<p>Deferment after the final withdraw date, up to 1 month after the final withdrawal date</p>	<p>The \$550 deposit and payment plan admin fees (\$110 + \$70 per payment after final fee deadline) are non transferrable.</p> <p>The student may transfer their enrolment with 50% of fees paid being transferable to the subsequent year's course fees (if they have paid in full).</p> <p>If they are on a payment plan, the student is entitled to a transfer of any additional course fees paid over \$2,300 (equivalent to 50% of the full annual course fee after deposit).</p> <p>The student will be required to pay the deposit and balance of fees the following year, including any fee increase to the course fees.</p>
<p>Deferment more than 1 month after the final withdrawal date</p>	<p>No transfer of fees is applicable and the student is liable for any outstanding payment plan fees to make up the total programme fee invoiced.</p>
<p>Conditions to deferment</p>	<p>It is only possible to defer to the following year.</p> <p>If you decide to defer, you will restart the course at the start of that year. Your access to the classroom, recordings and seminars will end and restart at the beginning of the following year.</p>