

ADVANCED CERTIFICATE OF MUSCULOSKELETAL MEDICINE

CANCELLATION POLICY

Participants who register for the Advanced Certificate of Musculoskeletal Medicine Certificate (Adv.Cert MSK) treatment and/or Enrolment and Assessment modules must notify the AAMM secretary of the intention to withdraw as soon as practically possible.

Notification of withdrawal must be made in writing to aamm.secretary@gmail.com and must include a description of the reason for withdrawal and attach any evidence.

Refund schedules are dependant on the different modules of the Advanced Certificate as outlined below.

TREATMENT MODULES

PRIOR TO RECEIPT OF PRE-READING MATERIALS

Prior to the distribution of any pre-reading materials, participants will be eligible for a full refund of module fees paid, on receipt of a formal request for withdrawal.

AFTER RECEIPT OF PRE-READING MATERIALS

A 75% refund of module fees will be approved for withdrawals that occur AFTER the module pre reading is distributed, but before 48 hours of the workshop date.

A 50% refund of module fees will be approved for withdrawals that occur within 48hours of the workshop date. If such a withdrawal is due to illness and a medical certificate can be supplied a 75% refund will apply.

Refunds will be arranged on receipt of formal requests for withdrawal.

ASSESSMENT MODULES

ENROLMENT COMPONENT

A full refund of enrolment fee will be awarded to any participant who withdraws prior to the first treatment module.

A 75% refund will be awarded to any participant who withdraws at any other time during the advanced certificate.

ASSESSMENT COMPONENT

There are five (5) elements that make up the assessment modules. Each element is worth 20% of the Assessment fee. Participants who withdraw from the assessment module will be awarded a refund for any elements not submitted at the time of withdrawal.



Where a participant requests a postponement to a subsequent year, the full 20% will be retained for each element, and an administration fee of 20% of that fee will be charged.

For example: A participant has completed all elements except the viva voce and requests a postponement of the viva voce element to the following year. The participants viva voce fee (\$300) will be credited and the participant will be required to pay an additional \$60 administration fee to postpone to the next year.