

2008 Professional Development Program

Fees and Refunds

Fees

Fees for the short courses vary according to the length of the program. For individual registration to secure a place, full payment is required in advance and at the time of lodging the application to register. Payment can be made by credit card, cheque or money order to La Trobe University.

The cost of a Professional Development course varies according to the length of the program. An indicative cost of a five-day program (30 hours) that is equivalent to one semester-length 20-credit point study unit at La Trobe University is:

Attendance only:	\$ 900
Attendance with assessment:	\$1,000

Customised PD at your preferred location

Fees for customised professional development programs to groups or clusters are subject to negotiation. Depending on the location, the rate may not include travel and accommodation costs. Normally the daily rate would be \$1200, or an hourly rate of \$200 per hour with a minimum of 3 hours.

Refunds

La Trobe University will refund all fees if a short course is cancelled or postponed for any reason.

Applications for withdrawals and transfers will be accepted if a request is received in writing at least five (5) working days prior to the date of commencement of the short course.

If the request for withdrawal is received in writing four or less days prior to the date of commencement of the program, a fee amounting to 50% of the total due will be payable.