

# **EFM POLICY**

**TITLE:** REFUND OF EFM REGISTRATION FEES

**PROPOSED:** February 2016

**APPROVED:** 23<sup>rd</sup> June 2016

## **PRINCIPLES:**

It is the policy of the EFM Board that fees paid are not generally refundable once a group has commenced, with the exception being when the programme is not able to be continued.

In exceptional circumstances where an individual cannot continue beyond the first meeting of an EFM group, and the Executive Officer is notified prior to the group's second meeting, a partial refund (less administrative fees) may be possible. In this instance all materials supplied by EFM must be returned to the Executive Officer. Materials must be in original condition.