Captain Cook Institute Pty Ltd trading as
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Issuance of Statements of Attainment and qualification certificates

Name:	**Student Welfare policy**
Approved by:	PEO
Date Approved:	24 August 2023
Implementation Owner	General Manager – George Brown College
Maintenance Owner	General Manager – George Brown College
Review Date	24 August 2024

Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the students have paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

GBC reserves the right to withhold any certification of qualifications achieved by the student if student fees remain outstanding.

Change history

Version	Approval date	Review by	Approved by	Change
V.3	25 October 2017	General manager	PEO	Development of policy
V.4	24 August 2023	General manager	PEO	Development of policy