

TRAINING COURSE TERMS AND CONDITIONS

Enrolment

Enrolments are not considered firm bookings until payment is received. Places on training courses are reserved for 14 days when a website registration or a booking form is received by The Rogers Group. Tentative enrolments are also accepted by email, fax or phone, but will be held for 7 days only without a booking form or website registration.

Payment and confirmation

Payment is due upon enrolment. You may provide your credit card details or cheque with the booking form, or if booking on line, phone us with your credit card details. We also accept payment by direct deposit: see the booking form for details.

Registration details will be emailed to the person making the booking and copied to those people attending the course. This includes course start and finishing times, map to venue and any other relevant information. A tax invoice will be sent separately by mail.

Final confirmation of your booking will be sent by email upon receipt of course fees.

Fees include

Fees cover tuition, morning and afternoon tea, lunch and course materials. Post-course telephone support is also included.

Each attendee will receive a certificate upon completion of the course.

Cancellations & Transfers

Should you be unable to attend a course for which you have registered, please let us know as soon as possible. Cancellation must be in writing. Training places purchased with initial licence are only transferable and may not be cancelled.

Due to the costs to The Rogers Group of venue hire, catering etc., we do not refund course fees.

If you have not already paid, and you cancel or transfer with:

- notice of 30 or more days we will charge youno fee
- notice of 7-29 days we will charge you50% of course fee
- notice of less than 7 days we will charge youfull course fee.

For subsequent transfers: we will charge youan additional \$132 (inc GST) Admin Fee.

Substitutes are accepted, provided notice is given prior to the course. Please note that if you don't give correct notice as above and don't attend, you are still responsible for payment.

The Rogers Group reserves the right to cancel a course or alter the dates and venue up to one week prior to its scheduled start. If a course is cancelled, we will make every attempt to notify participants already booked on the course within 5 working days. Delegates may choose a full refund or transfer to the same course on another date. Regardless of the reason for course cancellation, cancellation of accommodation and travel reservations, as well as any associated expenses, is the delegate's responsibility and no claims for compensation can be accepted other than the refund of the course fee.

Copyright Notice

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Please notice also that no other organisation may use our training material or any part of this material during any form of training courses, seminars, workshops or other types of education and presentation without prior written consent from The Rogers Group.

All delegates will be required to sign a copyright agreement.