



Payment Policy

Payments

Payment must be made in full prior to the start of training. Payment may be made via credit card, cash or purchase order provided application is approved.

Booking Conditions and Refunds

We require 2 full working days' notice for any changes to the date, time or cancellations. Please note that the office is closed on the weekend and public holidays. A surcharge of \$35.00 may be enforced.

No refund will be provided for cancellations or changes outside the minimum notice period or failure to attend.

Substitutions to participant names prior to the commencement of the course do not incur a fee but staff must be informed of these changes prior to the course commencement.

Vouchers are not transferrable for cash.

Certificate Re-prints

Certificate re-issuance incurs a \$35.00 charge per certificate (price is current at the time of publishing)