

Program Registration Terms & Conditions



Set out below are Terms and Conditions that apply to registration in our Programs.

These Terms and Conditions contain important information about your registration, including our cancellation policy. Please read carefully to ensure that you are fully aware of your rights and obligations.

Program registration will not be complete until we provide written confirmation that your registration application has been approved and the program fee is paid in full. Our invoice will be issued upon completion of your registration application.

As we incur substantial costs prior to the commencement of a program, fees apply for any changes made to your original registration.

All requests for cancellations, transfers or substitutions must be made in writing/email to the Foundation.

CANCELLATIONS, TRANSFERS AND SUBSTITUTIONS

Cancellation

You may cancel your registration altogether, however please refer to the table below to ensure that you are aware of fees that will apply. Non-attendance at a program is treated the same as a cancellation.

Transfer

Participants may transfer to an alternate program up to 42 days prior to the commencement of a program. The alternate program must be completed within 12 months from the commencement date of the original program. All transfer fees and any additional program fees must be paid to confirm registration in the new program. Please refer to the table below to ensure that you are aware of the fees for transferring programs.

Transfer requests less than 42 days prior to the commencement of a program are not permitted. If you are unable to attend the program, this will be treated the same as a cancellation.

Substitution

You may request to substitute another person to take your place on program. Please refer to the table below to ensure that you are aware of the fees involved.

CHANGE OF REGISTRATION FEES*

Days Before Program	Cancellation	Transfer	Substitution
0 – 42 days	100% of program fee	Transfer not permitted	10% of program fee
42 – 60 days	50% of program fee	25% of program fee	10% of program fee
61+ days	10% of program fee	10% of program fee	10% of program fee

*We reserve to right to not apply the abovementioned fees. Each application will be assessed on a case by case basis.

Changes by Us

In the unlikely event that we cancel, change or postpone a program, participants will be advised as soon as practically possible. In such a case, you will be offered a full refund of the course fee, or either a transfer or substitution at no cost. In these circumstances we will not be responsible for any direct or indirect costs incurred by you including travel and accommodation.

The Terms and Conditions take effect from 8 November 2019