

## FACILITATOR TRAINING

### Terms and Conditions

#### Payment

All licence fees or additional participant payments, must be made at least seven days prior to the commencement of the training course. All prices include GST. Cheques must be made in Australian currency and made payable to 'Interrelate'. Credit card payment is accepted by Visa and MasterCard.

#### Confirmation of Registration

All registrations will be confirmed by email, including tax invoice where applicable.

#### Cancellations

Courses are based on a minimum number of delegates and Interrelate reserves the right to cancel any seminar with sufficient notice to participants. All cancellations by the delegates must be made in writing and received by Interrelate at least seven days prior to the date of the course. Failure to notify Interrelate within this timeframe will result in the place/s being deducted from those available under the terms of your licence. If after booking a course you are unable to attend, you are welcome to nominate someone else to attend in your place at no additional cost.

#### Refund policy

Fees for participants in addition to places provided for under the terms of your licence are refundable up to seven days before the commencement date. Fees are non-refundable after this time. A full refund is given if the course is cancelled by Interrelate.

#### Privacy Clause

We will only use your personal information for the purposes (primary and secondary) which are permitted by the Information Privacy Act 2001, and we will take reasonable steps to ensure that we make you aware of how we use the information. We may use personal information about you in a variety of ways including:

- Updating you with course/program information
- Invoicing
- Post-course notices – As per the licensing agreement
- Seeking your input on any evaluations and receiving feedback from you on the reach of the program (i.e. number of sessions and clients reached p.a.)

Registrations are received and processed by Interrelate in good faith. Please ensure you have read and understood the cancellation policy and disclaimer before submitting your registration.

#### Accommodation, Meals and Travel Arrangements

Accommodation, meals and travel arrangements remain the responsibility of the participant. Lunch will be provided for training run over a full day.

#### Disclaimer

Interrelate assumes no liability for any penalty fees on airline tickets, deposits for hotel accommodation, or any other fees, charges, penalties, or other incidental costs that a delegate might incur as a consequence of course cancellation.