

## TRAINING PROGRAMME PARTICIPATION

### TERMS AND CONDITIONS

#### Conditions of registration

**Transfer and cancellation** advices are to be provided in writing to SME Assistance Group.

#### **Non attendance. Transfers & Cancellation 5 working days or less to course start date**

- Cancellations or transfers five (5) working days or less up to and including course start date will attract a full course fee. Note: substitution of participants is acceptable without incurring additional costs
- Non attendance on the start date of the course attracts a full fee payment.

In both circumstances no refund or part thereof will be administered.

#### **Transfers & Cancellations 10 working days or less to 5 working days**

Transfers and cancellations 10 working days or less up to five (5) working days from the course start date will attract either a:

- \$100 transfer administration fee; or
- 50 per cent of the course cost cancellation fee with the balance of the course fee refunded.

#### **Transfers & Cancellations greater than 10 working days**

Transfers and cancellations greater than 10 working days from the course start date will attract either a:

- \$50 transfer administration fee; or
- 25 per cent of the course cost cancellation fee with the balance of the course fee refunded.

#### **Course Cancellation by SME Assistance Group**

SME Assistance Group reserves the right to cancel any course. Cancellations will be advised in writing and participants will be provided with the opportunity to transfer to another course/date or receive a full refund of any monies paid.

## Payment

Full payment is required before commencement of training, unless prior arrangements have been made with SME Assistance Group.

### **Pay by credit card**

Payment via credit card can be made on line via Pay Pal, at the time of registration.

### **Pay by direct credit or cheque**

To pay by direct credit or cheque you must quote your Invoice number. Failure to quote the invoice number may result in your payment not being able to be recognised against your account.

### **Payments should be made to:**

Account name:	Milpara Enterprises Pty Ltd T/A SME.AG
Account number:	1330 90035
BSB:	633 108