

Australian Graduate School of Health & Sport Science Program Enrolment Terms & Conditions

As a participant, your attendance at any AGSHSS workshop signifies agreement to adhere with all the terms and conditions stated below and acknowledge that any decisions relating to the compliance of these terms and conditions throughout the program will be entirely at the discretion of AGSHSS.

Payment of Program Fees

All fees must be paid to and received by AGSHSS Administration *in full no later than 7 days prior to the scheduled program date*.*

Failure to pay fees within the required timeframe will result in cancellation of registration.

Arrangements for payment of fees at the workshop will not be permitted.

(*Please refer to following section regarding EziDebit arrangements.)

EziDebit (Direct Debit) Authority

Participants have the option of paying program fees via EziDebit direct debit as follows:

- 1 Day Programs-3 fortnightly payments
- 2 Day Programs-6 fortnightly payments
- Each set of payments attract a \$2.20 set up fee with the first deduction, and a minimum \$1.10 EziDebit administration fee with each deduction until completion.

All completed EziDebit forms must be received by AGSHSS Administration *no later than 7 days prior to the scheduled program date*.

The EziDebit option is **not available to enrolments lodged within 7 days of the scheduled program date**.

NB: Participants opting to pay program fees by direct debit will not receive certification for any attended program until all deductions have been confirmed by EziDebit . This may delay the issue of your Certificate and CECs/CEUs by up to 12 weeks.

Attendance

Attendance for the full duration of the workshop schedule is required for certification. Please ensure punctual attendance at all programs allowing time for registration prior to the commencement of the workshop. Should you be delayed or cannot attend it is expected that you contact the class presenter prior to the class commencing.

Withdrawal or Non-Attendance

AGSHSS Cancellation

Programs may be cancelled due to low registrations. 7 days notice will be provided to participants via telephone and email, offering a transfer to the next scheduled program or another like program, otherwise a full refund of the participant's fees will apply.

Participant non attendance of program

A participant providing a minimum of 7 (seven) day's notice of not attending a program may be transferred to another program or may request a full refund of fees.

A participant providing less than 7 (seven) day's notice of non-attendance may be transferred to another program or may request a refund of fees, however a \$70 cancellation fee will be deducted from the refund to cover AGSHSS' commitment to venue booking, presenter fees and administration costs.

A participant failing to notify AGSHSS of non-attendance prior to any program will be offered a transfer to the next scheduled program otherwise their fees will be forfeited.

Alcohol and Stimulants

No alcohol, stimulants or drugs of any kind are to be consumed throughout the program and participants are not permitted to attend the program if under the influence of alcohol or stimulants.

Mobile Phones

For the safety, courtesy, and convenience of everyone at the workshop, all mobile phones are to be switched off for the duration of the workshop presentation. Mobiles may be left on in emergency circumstances only, however arrangements need to be made with the presenter prior to the commencement of the workshop.

Inappropriate Conduct

The following instances will be considered Inappropriate Conduct and will not be permitted in any AGSHSS programs:

- Disruptive behaviour during the Presentation, tutorials, mentoring and assessment situations.
- Discriminative action/behaviour toward another participant/presenter or the group/class in general
- Continual absences or late returns from workshop breaks that delay/disrupt the workshop presentation
- Irresponsible and/or unsafe behaviour and use of workshop equipment.

Non compliance with the above terms and conditions or the rules and policies of AGSHSS could result in the termination of the participants attendance at the programs and forfeit of any fees paid.