



### **Payment Terms and Conditions**

Places on training courses are not guaranteed until payment or a valid Purchase Order has been received.

Payment may be made by electronic transfer into our bank account (details on invoice) or by credit card. Please note, a 2.6% surcharge applies to credit card payments and is non-refundable.

Please ensure that your Tax Invoice No is entered on your electronic transfer to show on our bank statement.

Certificates of completion detailing course content and hours attended will be issued following the course and once payment is received.

The Centre for Environmental Training is the training arm of Whitehead & Associates Environmental Consultants Pty Ltd.

The Centre for Environmental Training is a small business as defined by the NSW Government. The NSW Government 30 day payment policy applies; penalty interest will be payable where payment is not received within the specified time period.

### **Cancellation/Transfer**

If you are unable to attend a course you have registered for, you will need to advise us of cancellation at least 14 days prior to the course *otherwise no refund will be provided*.

A full refund or transfer of registration will be given where notice of cancellation is given more than 14 days before the course.

A 10% administration charge is applicable to all course transfers due to illness/non-attendance and cancellations received within the 14 days prior to a course.

Participants are asked not to attend a course if they are unwell. Course registration can be transferred for the same course to another person from the same organisation at no cost.

### **Late Registrations**

If your registration is received in the 14 days prior to any training course, please contact us to confirm there are places still available and confirm that full course fees will be paid promptly to secure your place.