

Terms & Conditions:

Confirmation of Booking

- Course payment must be received at the time of booking.
- Participants that do not attend their scheduled course without prior notice will forfeit all payments.

Withdrawals & Refunds

- You may withdraw from a course provided you send a written request for refund at least seven (7) days prior to course commencement accompanied with your receipt or another proof of identity.
- Refunds will be issued by electronic funds transfer into the nominated bank account payment was made from.
- Refunds will be made within 5 working days of receiving the written request.

Course Cancellation Policy

- Club Training Australia may cancel a class due to insufficient numbers.
- If a training course is cancelled, the enrolled participants will be offered a transfer into another course at no extra charge.
- If there are no suitable courses available, enrolled participants will be offered a full refund.

Access to Training Records

If you would like access to your training records, please make a written request to the Operations Manager at Club Training Australia via email at info@clubtraining.com.au.

Club Training Australia may provide a reprint of your certificate at a cost of \$50.00 per copy.

Incompletion of training course

If you are unable to attend due to illness or emergency, a transfer will be offered to the student. No refunds will be issued.

Copyright Notice

All materials, study aid, forms and associated information that course participants encounter in their dealings with Club Training Australia remain the property of Club Training Australia.