



## SHORT COURSE TERMS AND CONDITIONS



Allara  
LEARNING

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# Short Course Terms and conditions

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## 1. General information

As of January 2015, students completing Nationally Recognised Training are required to have a Unique Student Identifier (USI).

If you do not provide your USI at time of enrolment, Allara learning cannot issue you with a Statement of Attainment. For more information or to create your USI go to <http://www.usi.gov.au/>

- Students must arrive 15 minutes prior to course commencement time for all courses, except, RSA & RCG courses in NSW are required to attend the venue 30 minutes prior.
- Should you be late for the course commencement time, you will **NOT** be admitted into the course and a re-scheduling fee will apply.
- All students must bring;
  - Photo ID (Driver License or Passport are the only acceptable forms)
  - a Blue or Black Pen
- Courses are non-transferrable.
- If you are assessed as not competent, a free re-assessment will be offered. If you are assessed as not competent for the second time, you will be required to pay the rescheduling fee to attend the full course again.
- If you do not attend your scheduled course, your course fee is forfeited and full fees apply to rebook.

## 2. Fees

Participant fees are specified on Allara Learnings website. All published course fees are inclusive of administration fees and all required materials.

Payment can be made online or at Allara Learning Head Office.

At times Allara Learning may publish discounted course prices. Payment must be made in full at least 1 day prior to commencement of the course date, to receive the discounted price.

Full payment is required at the time of enrolment. Payment can be made by cash, credit card or bank transfer. To make a payment contact Allara Learning on 1300 772 724 or visit our website at [allaralearning.com.au](http://allaralearning.com.au)

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### 3. Cancellation, refunds & booking conditions

Unless otherwise specified, Allara Learning's cancellation policy is applicable for every short course. Our cancellation policy is shown below and is also available on our website [allaralearning.com.au](http://allaralearning.com.au)

If you have not paid for your booking Allara Learning reserves the right to cancel or reschedule your booking at any time.

Cancellation or rescheduling of the course is applicable in the following circumstances:

- a. Allara Learning reserves the right to cancel any training at any time. If Allara Learning cancels or reschedules a course for any reason, participants have the option of re-scheduling to the next available date or to receive a full refund of course fees paid.
- b. Participant may cancel or reschedule the course booking at no cost if the request to cancel or reschedule is made at least 48 hours in advance to the course start time
- c. Participants that request to reschedule the course booking less than 48 hours in advance to the course start time will incur a \$30 re-booking fee
- d. No refunds are available if the participant cancels the course with less than 48 hours' notice
- e. If a participant is sick on the day of the course and can support this with a medical certificate, course can be rescheduled at no charge.

Any applicable rescheduling fee must be paid in full at the time of reschedule. Rescheduling fee cannot be paid on the day of the course.