



Short Course Terms and Conditions

The D2D CRC is not a Registered Training Organisation under the *National Vocational Education and Training Regulator Act 2011*, although we may, from time to time work with facilitators who are. Therefore, training delivered via the D2D CRC is not accredited under the Australian Qualification Framework and certification is not available. Certificates of attendance will be provided to participants who achieve full attendance.

Enrolment:

Formal enrolment into a short-course is undertaken through completion of a registration form, which can be gained by contacting the Education and Training Manager or via email to info@d2dcrc.com.au. Places are allocated based on the order of receipt of the registration form. If a course becomes full, participants can nominate to be added to a wait list and/or notified of future courses when they are available.

Confirmation:

Upon submission of this form D2D CRC will confirm receipt of your registration. Two weeks prior to the scheduled course date D2D CRC will confirm your attendance and provide course instructions detailing start and finish times, specific venue details and any other requirements.

Course Fees and Payment:

Course fees are identified on the flyer/brochure for the relevant course. Course fees also include morning tea, lunch and afternoon tea, materials and a certificate of attendance, unless otherwise stated.

Following registration and confirmation, participants will be sent an invoice for the relevant amount. Payment is required via the terms identified on the invoice or unless agreed otherwise with the D2D CRC in writing.

Cancellation Policy:

Cancellations are accepted up to three weeks prior to the scheduled course date and must be made in writing to info@d2dcrc.com.au. After that date, the full course fee may be payable. If you cannot attend the scheduled course, D2D CRC welcomes a substitute participant at no additional cost.

Non-attendance:

No refund will be made for non-attendance on the day.



Identifying Information:

Information collected on this form is used for the purpose of course registration and facilitation by the D2D CRC (and partners) and will be maintained in accordance with the *Privacy Act (1988)* and any other relevant legislation.

D2D CRC Rights and Responsibilities:

D2D CRC reserves the right to cancel a course if necessary. If a course is cancelled, D2D CRC will make every effort to contact you and no payment will be required. In the event that the course is cancelled and payment has already been received, D2D CRC's liability is limited to a full refund of the course fee.