



ACN: 158 875 828
Forsythes Training

9 Denison Street, Newcastle West NSW 2302
Locked Bag 2050 Newcastle NSW 2300
Telephone: (02) 4969 0690 Facsimile: (02) 4969 0699
www.forsythestraining.com.au

Terms & Conditions of Course Enrolment

ENROLMENT CONFIRMATION: Participants' enrolments will be confirmed via email prior to course commencement. Forsythes Training does not guarantee a place on a course until course booking is received and a confirmation is sent out.

PAYMENT POLICY: With the exception of approved Corporate Accounts all course fees must be paid 10 days prior to course commencement. For approved Corporate Accounts, payment is due 30 days from date of invoice. Failure to comply with the 30-day credit period will necessitate payment in advance for future training. Please note: A Purchase Order must be raised and sent through prior to training. For further information on our payment policy, please see the student handbook which is located on our website at www.forsythestraining.com.au.

CANCELLATION/REFUND POLICY: FULL QUALIFICATIONS - Please refer to Forsythes Trainings cancellation/refund policy in our Student Handbook that can be located on our website at www.forsythestraining.com.au.

ALL OTHER COURSES (including applications and short courses) - The full course fee is charged for cancellation of any booking within 10 working days of course commencement, and a free resit is provided. Requests for cancellations or transfers must be received in writing and acknowledged by Forsythes Training. Please refer to Forsythes Trainings cancellation/refund policy in the student handbook which is located on our website at www.forsythestraining.com.au for further details.

RESCHEDULED COURSES: Forsythes Training makes every effort to deliver courses on the scheduled dates. However, when necessary, Forsythes Training reserves the right to, without notice, change course schedules, discontinue courses, modify courses, limit class sizes and refuse entry to a course.