

Short Courses – Terms & Conditions

DRESS CODE POLICY

- Non-synthetic (100% cotton or wool) long sleeve shirts and trousers are required in all workshop situations; however, short sleeve shirts and short trousers are permitted when working in classrooms only and/or where there is not a risk to the health and safety of the individual.
- Singlets must not be worn at any time.
- All students must wear appropriate, closed in footwear at all times. Safety boots for workshop situations.
- Any jewellery, accessory or item of clothing that may be deemed an Work Health & Safety risk, must not be worn during training.
- Clothing and hair (including facial hair) is to be kept neat and tidy at all times.
- Offensive or socially unacceptable behaviour is not tolerated at any time. Failure to comply will result in the student being removed from the class at their own expense.
- Any accident or injury sustained while on campus must be reported immediately.

ENROLMENTS

An enrolment is accepted once your enrolment form and the associated fees have been forwarded and received by PEER TEC. If your enrolment form has been forwarded without the associated payment, you will not receive a position on this course. Payment **only** will secure your position.

COURSE FEES

If the cost of your training course has included the financial incentive offered by the Construction Industry Training Board (CITB) or any other organisation and the subsidy is rejected, or competency for the course is not achieved, the person or organisation who has requested the training will be responsible for payment to PEER TEC of the full (unsubsidised) cost of the course.

CANCELLATIONS/WITHDRAWALS

Cancellations must be in writing by letter, facsimile or email and received by PEER TEC for the following outcome:

- On receipt of a written request to cancel 14 or more calendar days before the scheduled course commencement date, a full refund of the monies paid by the client will be made.
- On receipt of a written request to cancel 13 to 8 days before the scheduled course commencement date, a refund less a 10% Refund Charge of the full (unsubsidised) cost of the course will be made to the client. If a transfer is requested 13 to 8 days prior to course commencement an admin charge of \$50 will be charged.
- No refunds or transfers will be made 7 calendar days or less prior to the scheduled course commencement date.
- Candidates who withdraw from a course after the course commences will be liable to pay the full (unsubsidised) cost of the course.

RCC/RPL/MR

Recognition of Current Competencies (RCC)/Recognition of Prior Learning (RPL)/Mutual Recognition (MR) may be granted to those able to demonstrate current competency through qualifications and/or experience. Recognition will be given by Statement of Attainment.

FAILURE TO ACHIEVE COMPETENCY

All students will be given reasonable opportunity to achieve competency. Those who are unable to gain competence will be liable to pay the full (unsubsidised) cost of the course.

PAYMENT TERMS

All course fees are to be pre-paid in accordance with the conditions and terms set out on the invoice, unless alternative arrangements have been made in writing with PEER TEC.

REFUND POLICY

Refunds will be made only upon application and only if the paying client has cancelled in accordance with Clause 4 of these Terms and Conditions.