

Registration

All registration forms can be sent via post, fax or Email to:

Access Training Centre

7 La Salle Street

Dudley Park

SA. 5008

Fax: 08 8269 1411

Email: info@accesstrainingcentre.com.au

Confirmation letter will be sent once the registration form has been processed. **Spaces are booked on a first come first served basis.**

Fees

The fees for scheduled courses include:

- Tuition
- Paperwork
- Course manuals
- Refreshments (no lunch is included in the fee)

The fees for training at customers premises:

- Please refer to quote given.
- Trainer accommodation and travel expenses in regional areas are always in addition to the course fee.
- Any 'out of hours' training will be subject to a 15% surcharge added to the invoice. (Out of hours - weekdays after 5pm/evening courses/weekend courses/public holidays).
- Training course prices are GST exempt.
- Charges will apply to minimum numbers quoted

Payment terms

Payment must be received prior to the start date of the course or at the time of booking (otherwise bookings cannot be guaranteed).

Invoices can be sent provided you have registered business ABN number. Accounts are strictly 21 days from date of invoice.

We accept payment by company cheque, cash or selected credit cards. Personal cheques accepted if prior arrangements are made. Please make cheques payable to Access Training Centre Pty Ltd.

Cancellations

- Cancellations made 3 working days prior to the course will receive a full refund.
- Cancellations made 2 working days prior to the course will receive a 50% refund.
- Cancellations made 1 working day prior to the course will not be entitled to any refund.

Access Training Centre reserves the right to cancel or amend a course, we will endeavour to give as much notice as possible. In the event that we have to cancel a course we will offer you another mutually convenient date or a full refund of the course fee. Access Training Centre will not be liable for any losses experienced by the customer arising from such cancellation.

A minimum number of participants are required to conduct some training courses.

Transfers

- Transfers can be made up to 2 days prior to the course date without incurring any penalty fees.

Substitutions can be made at any time should the nominated person be unable to attend.

Any non attendees will be liable for the full course fee.

Construction Industry Training Board (CITB)

Registering for a CITB number is the responsibility of the customer. Failure to meet CITB's eligibility criteria will result in the customer being liable for full cost of the course. Your CITB number and date of birth is required prior to the course date.
www.citb.org.au / 08 81729500