

Terms and Conditions

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Courses with practical components (e.g. Safe Cutting & Welding, Working at Heights, Enter Confined Space) require full PPE to be worn by students. This includes steel cap boots, long sleeve shirt and long pants. For all other courses closed in footwear is required (no thongs). Students will not be permitted to attend training if the relevant PPE requirements are not met.

CERTIFICATES

Certificates will be mailed to the Company Postal Address provided on the previous page, upon successful completion of the course and once course fees have been paid. A \$50 fee (incl GST) is charged for issuing replacement certificates.

COURSE FEES, CANCELLATIONS & REFUNDS

- **Course Fees:** Fees should be paid 7 days prior to course commencement unless an order number has been provided (for approved customers only). Where course fees are greater than \$1000 per student, please pay a deposit of \$1000 per student only, with the balance payable once the course has commenced.
 - **Cancellations:** Capability Resources reserves the right to cancel or change any course and refunds will be given if this occurs. Every effort will be made to contact students and employers so please ensure we have your correct contact details.
 - **Refunds:** Fees will only be refunded in the following circumstances
 - Where participants have overpaid the course fees, the amount overpaid will be refunded
 - Where participants are enrolled in training that has been cancelled, any fees paid will be refunded in full (or can be applied towards training on an alternative date).
 - Where participants withdraw from a course at least 5 working days prior to class commencement, any fees paid towards the course will be refunded, less a \$20 administration fee.
 - Where a participant is unable to commence their training due to serious illness or misadventure, any fees paid towards the course will be refunded, less a \$20 administration fee. This may be subject to the provision of a Medical Certificate when requested.
- We do not refund or transfer fees when you withdraw within 5 working days of course commencement**

Acknowledgment:

Signature:		Date	/	/
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