

TERMS & CONDITIONS

for being Successful in your Essential Skills Training Program

1. You must attend all training sessions in your training block.
2. The additional 2 hours practice, after each 4 hour training day, must be completed.
3. Each practice exam must be completed by the end of the day, or for homework, and assessed by your trainer, at the next session.
4. Your assessor will advise you on your readiness for your exam. You must have the knowledge, and skills, to sit the L.E.A. exams.
5. **Cancellation policy**
Two full weeks' notice, prior to the start of the course, is required to receive a full refund, less a \$40 administration fee. One full weeks' notice, prior to the start of the course, is required to receive a 50% refund, less a \$40 administration fee. If a candidate is on the waiting list and completes the program in your place, you may be eligible for a full refund, less a \$40 administration fee.
6. Only an approved medical certificate, pertaining to your inability to attend class, will be accepted, as non attendance, during the L.E.A. program.
7. Only under extraordinary circumstances will you be permitted to reschedule your training booking dates. e.g. death of a family member. This is at the discretion of TTA management.
8. No refunds will apply, for non attendance, due to work commitments, traffic and/or personal commitments that can be re-prioritised.
9. Payment must be made in full, to confirm your booking to the Essential Skills Program.
10. Payment plans may be pre-arranged with the finance manager. A bank transfer, or credit card payment authorisation, will be required. Please make an appointment to discuss a payment plan, at least one week prior, to the commencement of your booking. **TTA reserves the right to impose or vary the fees and charges relating to course fees, administration charges and the general provision of TTA's services from time to time and, to do so, without prior notice to the trainee or employer.**
11. If your employer is contributing to the cost of your training, and you do not attend with the conditions above, you may be liable to repay your employer, in full, at your employer's discretion.
12. Your employer will be informed of your attendance, or non-attendance, to training at Technical Training Australia.