

Charles Perkins Centre

Short course Terms and Conditions

Cancellations and Refunds

The Charles Perkins Centre has a strict cancellation policy. Refunds will be allocated according to the following schedule:

Period before course commencement	Cancellation refund
More than 1 month	Full refund
1 month – 10 working days	50% of course cost
Less than 10 working days	No refund

Please note: transfer of registration to another person is only possible up to one week prior to a course. Transfers will incur a \$100 fee.

Absences

There are no refunds or transfers if you miss a short course.

Payments

How to register

- register online: **no cash payments accepted**
- a position in a short course cannot be reserved unless full payment is received
- registration is secured at the time of the receipt of the fee *providing there are positions available in the selected course*
- confirmation of registration should be received within two weeks of submission.

Discounts

University students and University of Sydney staff may qualify for a discount on presentation of a current staff or student card.

Important things you need to know:

- discounts must be claimed at the time of purchase
- discounts are non-transferrable

Privacy

The information supplied to the Charles Perkins Centre is required to manage your enrolment and participation. The Charles Perkins Centre will also use the information to notify you of future events. No personal information will be disclosed outside the Charles Perkins Centre without your expressed consent, except where required by law.

Your privacy is very important to the Charles Perkins Centre.

Please visit the University of Sydney's website for information and details about privacy:

<http://sydney.edu.au/arms/privacy/index.shtml>

Terms of Use

If you browse the Site, or proceed with an enrolment application or order to purchase products or services, you are deemed to have accepted the Terms and agreed to comply at all times, including during your enrolment (if any) with all applicable laws in connection with the use of the Site, and your application or order, and with our by-laws, rules, policies and procedures, and that you are responsible for informing yourself of the requirements applicable to you under such by-laws, rules, policies and procedures.

Acceptance, rejection and withdrawal by us

We may accept or reject an application for a course or order for products or services at any time before we give you notice of acceptance or rejection, and in our absolute discretion.

If we accept your application or order, we will provide you with an email confirmation of that acceptance.

We reserve the right to reject your application or order for any reason, including if a course is already full or a product or service are not currently available. If we reject an application or order, we will endeavour to notify you of that rejection within a reasonable time after you submit your application or order. If we have already received your payment, we will refund in full, your payment, promptly after our rejection notification.

We reserve the right to withdraw a course, product or service at any time and for any reason. If the withdrawal occurs after we have received your application or order, but before our acceptance or rejection, we will endeavour to notify you of the withdrawal as soon as practicable. If we have already received your payment, we will refund in full, your payment, promptly after our withdrawal notification.

Cancellation by us

At any time after we have accepted your enrolment application or order for products or services, we may cancel your enrolment, your order or the relevant course, for any reason. If we cancel, we will notify you as soon as practicable. You agree that our liability to you as a result of our cancellation by us is capped at the amount paid by you to us in respect of the cancelled course, product or service.

Cancellation of course before commencement

If we cancel the course on or before its scheduled commencement date, we will cancel your enrolment. If we have already received your payment, we will refund in full the course fees paid.

Cancellation of course after commencement

If we cancel the course after its scheduled commencement date because we are no longer able to conduct the course for reasons beyond our reasonable control, including a venue or teacher becoming unavailable, or for any other reason, we will cancel your enrolment. If we have already received your payment, we may, in our absolute discretion, give you a credit note (in whole or in part) depending on the circumstances of the cancellation, unless we are required by law to give you a refund.

Cancellation of enrolment before commencement of course

If, on or before the scheduled commencement date of the course, we cancel your enrolment (but not the course) for any reason (in our absolute discretion), we will promptly offer a refund in full, of your payment.

Cancellation of enrolment after commencement of course

If, after the scheduled commencement date of the course, we cancel your enrolment (but not the course) for any reason (in our absolute discretion) and we have already received your payment, we may, in our absolute discretion, give you a credit note (in whole or in part) depending on the circumstances of the cancellation, unless we are required by law to give you a refund.

Cancellation of product or service order

We reserve the right to cancel a product or service order for any reason and at any time after our acceptance. We will endeavour to notify you of the cancellation as soon as practicable. If we have already received your payment, we may, in our absolute discretion, give you a credit note (in whole or in part) depending on the circumstances of the cancellation, unless we are required by law to give you a refund.

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