



CONDITIONS OF ENROLMENT

This form applies to Succeed Training Pty Ltd (trading as Test Tag Courses) ABN 60130 435 933. A binding agreement shall arise between you and Succeed Training, which shall be governed by the laws of New South Wales, when you accept the Conditions of Enrolment.

By accepting these Conditions of Enrolment, you agree to comply with Succeed Training Policies and Procedures as published on the Web site: www.testtagcourses.com.au and in the Participant Handbook.

By accepting these Conditions of Enrolment, you are confirming that you or your employees fulfil all entry requirements for the course in which you are enrolling.

If you are doing the Nationally Recognised Course you will complete the Unit of Competency "**UEENEEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace.**"

THIS UNIT SHOULD BE COMPLETED AND HAVE BEEN MARKED BY OUR OFFICE PRIOR TO THE TEST & TAG COURSE (UNIT UEENEEP026A). PLEASE LET US KNOW IF THAT IS NOT POSSIBLE.

The unit UEENEEE101A is a **prerequisite** for the 1 day course "**UEENEEP026A - Conduct In-Service Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies**".

By accepting these Conditions of Enrolment, you agree to pay the course fee for the course you have selected. Upon receipt of the Course Fee, (5 working days before the course) Succeed Training agrees to supply to you the required username and password to complete the online component of the course. Succeed Training reserves the right to withhold the username and password in the event that you fail to pay the course fee as and when it becomes payable.

Succeed Training notes that, depending on your particular Course, you may need to provide your own equipment in addition to the Course Materials at your cost. Subject to successful completion of all assignments and the Course Fee being paid in full, Succeed Training will issue you with appropriate certification for your course.

Notification of your booking along with a Tax Invoice will be sent on receipt of your application. Payment must be received 5 business days prior to the commencement of the course to secure your position. If payment is not received within 5 business days of your course your enrolment may be withdrawn and given to a person on the waiting list for that course.

Late bookings may be taken if course numbers allow — (please phone us on 1300 730 699 to make arrangements).

Cancellations will be refunded less a 10% administration fee if received in writing **more than 5 business days** prior to the commencement of the course date. **For cancellations notified in writing between 3 to 5 business days before the event, course fees will be refunded less a 30% administration fee. For cancellations notified less than 3 business days before the event, no refund will be given.**

Change of person attending the course will be allowed, (please phone us for details) however this may be subject to a 15% administration fee.

Change of course date received in writing more than 5 business days before the original course date will attract a 10% admin fee.

Course date changes received in writing less than 5 business days before the original course date will attract a 30% admin fee.

PLEASE NOTE NON ATTENDANCE ON THE DAY - NO REFUND

Succeed Training Pty Ltd reserves the right to withdraw your registration if payment is not received in accordance with our payment terms. Venue details will be included in your confirmation advice and can be found on our website. Whilst there is every intention to run the course as advertised, Succeed Training reserves the right to make changes to the course content. Succeed Training also reserves the right to cancel a course due to insufficient numbers or circumstances beyond our control. Should this occur, refunds will be made in full or other course dates will be offered.