

## Terms and Conditions

### Payment Details

- Billing and payments will be subject to the training region. For example, Australasia regional training sessions will be billed in Australian dollars, and payment will be required in Australian dollars.
- Payments need to be made at least 14 calendar days prior to the commencement of the training seminar. Participation may not be guaranteed if payment is not received in this time frame.
- Upon receipt of payment, confirmation of attendance is sent via e-mail to the nominated person.
- Payments can be paid via:
  - Direct debit
  - Credit card
  - Company purchase order
- No cash payments will be accepted on the day of training.

### Cancellations Made by Participants

- Cancellations must be made in writing to [training\\_australasia@acquire.com.au](mailto:training_australasia@acquire.com.au) at least 14 calendar days prior to the commencement of the training seminar.
- Unconfirmed registrations need to be cancelled. Once a registration form has been submitted, please notify [training\\_australasia@acquire.com.au](mailto:training_australasia@acquire.com.au) in order to withdraw it.
- If a cancellation is received 14 calendar days or less prior to the commencement of the training seminar, the full fee will be charged.
- If a cancellation is received more than 14 calendar days prior to the commencement of the training seminar, the full fee will be refunded.

### Cancellations Made by acQuire

- acQuire Technology Solutions Pty Ltd reserves the right to cancel training sessions/seminars.
- If a training seminar or session is cancelled, all participants will be notified and offered:
  - A full refund of the fees
  - OR
  - A place at the next available training seminar

### Substitute or Transfer

- A request for participant substitutions can be made without incurring any additional fees. Please notify [training\\_australasia@acquire.com.au](mailto:training_australasia@acquire.com.au) at least 14 calendar days prior to the commencement of the training seminar and provide details of the new participant.
- A request to transfer a participant to another training seminar or session can be made. Please notify [training\\_australasia@acquire.com.au](mailto:training_australasia@acquire.com.au) at least 14 calendar days prior to the commencement of the original training seminar.

### Participant Travel and Property

- acQuire Technology Solutions Pty Ltd assumes no responsibility for airline tickets or other expenses incurred due to training seminar cancellations.
- If travelling from overseas, participants are responsible for:
  - Obtaining their own correct entry visa
  - Organising their own accommodation and transfers
- acQuire Technology Solutions Pty Ltd is not liable for the loss, theft of, or damage to the participants' property or for any personal injury to a participant.