



## **Terms and Conditions**

### **Course Fees Policy**

Skynet Education charges a nominal fee per course or seminar.

#### **Payment of Course Fees**

Fees must be paid in advance for any public/corporate course or seminar.

#### **Refund Policy**

Fees may be refunded fully within 48 hours of payment.

#### **Initial Payment**

Generally Skynet Education requires upfront payment of course fees. In line with our values on equity and access, we have many different methods for which payment may be made.

#### **Cancellation Policy**

Participants that cancel booking with at least 14 business days notice of program date may attend a future workshop, we allow one cancellation and no refunds. There is no refund for cancellations within 14 business days of program.

#### **Workshop Schedules and Facilitator**

Skynet Education reserves the rights to change facilitators and dates of workshops/seminars due to unforeseen circumstances.

#### **PRIVACY POLICY**

Skynet Education will ensure that it respects the privacy of participants, prospective participants and participant's employers/clients by implementing the National Privacy Principles.

The National Privacy Principles (NPPs) in the Privacy Act (Privacy Amendment (Private Sector) Act 2000) sets out how private sector organisations should collect, use, keep secure and disclose personal information. The principles give individuals a right to know what information an organisation holds about them and a right to correct that information if it is wrong.

Skynet Education will ensure that it operates consistently with the National Privacy Principles and only collects the personal information that is necessary for the conduct of our business, and that we will use that information in the manner for which it was intended.





Course participants will have access to all information we hold on them, and we will store and use the information appropriately and limit access to only those who have a legal reason to have access to that information, or whom the participant has given permission.

Participants' information will not be provided to anyone else unless we have the permission from the participant or are specifically allowed or required to provide the information by law.

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