



## Qualifications & Exclusions

- All course prerequisites MUST be completed prior to attending the classes.
- All transport, parking, and accommodation are excluded.

### Booking and reservation policy

Training seats are reserved on the receipt of a full payment.

### Refunds for changes or cancellations

If you are unable to make it to the training and would like to make a cancellation of the booking, or change to a later course date, the following refund structure applies:

<b><i>Refunds are based on the following scale</i></b>	
<b>Period of notice given before course start date</b>	<b>Cancellation and change (expressed as a % of total training price)</b>
Over 6 weeks	10%
29 – 42 days	50%
15 – 28 days	75%
0 – 14 days	100%
Any refund applicable is by method of payment	

### General

- Invoices shall be issued upon receipt of a payment.
- Full Payment is required prior to course commencement.
- No refund will be offered for students who do not attend or partially attend the course.
- Trueblue Controls reserve the right to cancel the course at any time due to unforeseen circumstances that prevent the allocated trainer from attending the course or venue.