

Booking Terms and Conditions Training Centre Hervey Bay

Thanks for considering our course

Please read carefully:

It is a federal government imposition that you must be able to do 2 minutes of CPR on the floor any issues please call us well prior to the course

If you have not paid or we have not agreed to accept a purchase order

You are not fully confirmed priority is to fully paid clients on the day

Cancellation :

Please give us notification well in advance if you give notice later than 24 hours we will give you an offer to reschedule

Less than 24 hours we have total rights to at our discretion and have no obligation for a refund or reschedule we may reschedule and charge you a rebooking fee of \$30 in addition to the course fee

If you simply fail to turn up on the morning with notification or give us no notification

We have no further obligation in any way to assist you that is up to Training Centre Hervey Bay

Upon course completion:

Checklist :

Has payment been received?

If we are waiting on a business or company to pay

We will not release the Certificate until confirmation of payment from them is received

Is all paperwork completely filled in and signed

Has the Instructor deemed you competent

If all the above criteria are met

We will send you your certificate to the email you have supplied

On the day :

If you have any medical concerns PLEASE notify the Instructor on the day

You MUST be there at least 15 minutes early

Bring along your confirmation of payment

Proof that you have completed the pre course study if required

