

Training Booking and Refund Policy



BACK PADDOCK

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Booking Conditions

- Course listings can only be secured with payment unless prior arrangements have been approved.
- Payment must be made before the course commences unless prior arrangements have been approved.
- Those that have not secured placement will not be admitted into the course.
- Course materials will be sent out to participants after receipt of payment.

Refund Conditions

Once payment has been received the following conditions apply to cancellations and changes:

- Course bookings are transferable to another participant within the same organisation to attend the event initially booked up to **one working day** before the scheduled event (initial materials must be given to new participant)
- Course bookings can be transferred to the next event in the closest location up to **five working days** before the initially booked event

If less than five working day's cancellation notice is provided and/or neither of the above options are suitable, the refund conditions below apply.

Fees paid by a participant in respect of a set course shall be refunded in accordance to the following arrangements;

# Days' Notice from Course Date	Refund	Fee Schedule	
		<i>Better Soils Management</i>	<i>FERTCARE Level A, B & C</i>
More than 14 days	Course cost minus base fee(materials, P&H & base admin)	-\$300.00	-\$260.00
Less than 14 days	Course cost minus base fee(materials, P&H + base admin) & minuss 10% administration fee	-\$300.00 + -10%	-\$260.00 + -10%
Less than 2 working days	Nil Refund	Full Course Cost	Full Course Cost

These amounts can be reduced by the cost of course manuals if course manuals are returned to Back Paddock within 14 days of cancellation.

Terms used:

Booking– refers to a listing secured by payment

Notice– the clear communication of intention to not attend (email, fax or phone)

Enquiries & Bookings:

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