

TERMS & CONDITIONS

All students must be aged eighteen or over at the time of booking.

Full payment for places on Level 1 courses must accompany the completed booking form. A 50% deposit can be paid to secure places on the Level 2 or 3 courses, but the balance must be paid in full no later than fourteen days prior to the first teaching session.

Places on courses will be allocated in the order that completed booking forms, with their appropriate payments, are received.

All payments will be acknowledged via email. Receipts will be issued for all payments upon the clearance of funds. Places on courses will be confirmed via email by no later than fourteen days prior to the first teaching session. If you do not receive the relevant acknowledgement, receipt, or confirmation, please contact *The School* directly.

Cancellation of a confirmed place will be accepted if written notification is received by no later than fourteen business days prior to the first teaching session. An administration fee of \$150.00 per student will be levied and the balance of course fees paid will be refunded. If notification is received later than fourteen days prior to the first session, the refund of course fees will be at the discretion of Foni Pollitt. Study packs can be returned upon cancellation provided on their condition.

Course fees will be refunded in full should the date of a course change unexpectedly and the student can no longer attend. Course fees will also be refunded in full should the required minimum number of students not be reached. Notification of this will be made in the fourteen days prior to the first teaching session.

The transfer of a confirmed place either to another identical course or to another student can be arranged if written notification is received no later than fourteen days prior to the first teaching session. An administration fee of \$80.00 per student will be levied irrespective of the difference in cost. No transfers or refunds can be arranged within the fourteen days prior to the first session.

Please note: all transfers are subject to availability of places on the alternative course.

Examination dates are fixed within the timetable of each course and any requests to transfer to a different date will incur an administration fee of \$80.00 per student. All transfer requests must be received in writing at least twenty-one days prior to the original examination date.

Students attending any teaching sessions are liable for full payment of course fees, irrespective of the number of sessions attended or of the results achieved.

Failure to attend booked examinations will result in subsequent examination fees. Re-sit examination fees are not included in the cost of any course.

Students must present photographic identification (passport, driver's licence, national identity card) at all examinations and will be refused entry to the examination if this is not produced. Copies will not be acceptable.

Bookings are processed on the understanding that all students have read and agreed to these terms and conditions. Please contact foini@mayfairlane.com.au for any queries.