

## UNITY TRAINING SERVICES FEES AND REFUNDS POLICY

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### Fee Structure for enrolments after completion of Introductory to Safety and Health Representative Course

Unity Training Services offers all participants of the WorkSafe accredited Introductory to Safety and Health Representatives the opportunity to gain 5 units of competency of the Nationally Recognised Training qualification BSB30715 Certificate III in Work, Health and Safety by a Statement of Attainment. The fee for the assessment is \$300.00

### Fee Structure for enrolments that have not completed the Introductory to Safety and Health Representatives Course

For those learners who do not attend the 5 day WorkSafe accredited Introductory to Safety and Health Representatives Course and want to gain the 5 unit Statement of Attainment in Certificate III in Work, Health and Safety. The fee for the course and assessment is \$990.00

Unity Training Services guarantees all participants who commence the 5 units in the Statement of Attainment that we will continue to train until completed within 6 months.

### Refund Policy

- Payment in full must be received prior to the course commencing.
- Cancellations made less than **5 working days** before the start of the course **will not** receive a refund.
- Cancellations made less than **10 working days** before the start of the course will incur a 50% charge of total course cost.
- Changing to another course date may be made at no additional cost if these changes are made more than **5 working days** before the course begins. Deferral to another course only lasts six months otherwise refunds will not be provided after that time. Any changes made less than 5 working days will incur a 30% administration charge of the total course cost.
- If a person fails to attend or complete a course they have enrolled in, 100% payment will be incurred.
- Unity Training Services reserves the rights to cancel or defer the course at its discretion. If this occurs an alternative date will be offered, or a full refund will be paid. Unity Training Services will not be held liable for any costs resulting from cancellation of the course.
- Confirmation of the booking will be sent on receipt of the authorised enrolment form. If the above terms and conditions are not complied with Unity Training Services reserves the right to refuse entry to the course.

Fees are payable by direct credit payments or by credit card over the phone. Credits are refunded by direct credit.