

# Terms and Conditions

## Professional Development Sessions

### Workshop Registration & Fees

All bookings are received in good faith and are considered firm bookings

- Unless otherwise notified, course fees are payable at least one week in advance
- All enrolments received will be acknowledged by email, fax or telephone
- It is the responsibility of the attendee(s) to seek enrolment acknowledgment

Well imagine that! Pty Ltd. accepts payment by credit card, cheque or EFT

All cheques are to be made payable to well imagine that! Pty Ltd

### Workshop Cancellations & Transfers

- Cancellations will be accepted without charge where well imagine that! has been notified in writing at least seven days prior to the scheduled commencement date.
- Transfers or cancellations within 5 days of the scheduled date will attract a 50% cancellation fee.
- Transfers or cancellations within 1 working day of the course date will attract full fee.
- Nonattendance on the day of the course attracts a full fee.
- Substitute attendees are accepted at any stage with well imagine that!'s permission.
- Well imagine that! reserves the right to cancel any workshop if minimum numbers of required. We will ensure you are notified if this is the case.

### Privacy Policy

Well imagine that! is committed to protecting the privacy of our customer's. Information collected will only be used lawfully. We collect information from you in order to:

- Process online bookings;
- Process payments of bookings;
- Send out e-newsletters upon sign-up confirmation
- Provide you with the best possible service.

In accordance with the Privacy Act, well imagine that will:

- allow you to refuse marketing by accepting email requests for contact removal;
- collect only relevant information as required (can include name, address, school/company, phone/fax, email, credit card details if paying through this method)
- never collect sensitive information without prior approval
- hold information accurately and securely
- allow you to update their contact details by contacting well imagine that via email

If you have any further questions or comments about this privacy policy, you should contact us on 03 9844 0429 or via email at [wellimaginethat@iprimus.com.au](mailto:wellimaginethat@iprimus.com.au)