

# CENTRE FOR EDUCATION

## TERMS & CONDITIONS OF ENROLMENT

All Course **Transfers / Withdrawals / Refund** enquiries are to be forwarded in writing via email: [whs-ceadmin@wh.org.au](mailto:whs-ceadmin@wh.org.au)

**COURSE TRANSFERS / WITHDRAWALS:** If you wish to transfer or withdrawal from a course, you are required to give at least five working days' notice prior to the start date of the course in which you have enrolled.

**COURSE REFUNDS:** Course Refunds may take up to 15 working days. No refunds, transfers or credit notes will be issued for withdrawals when less than five working days notice is given.

**COURSE CLOSING DATE FOR REGISTRATIONS:** Registrations close five (5) working days prior to course commencement date.

**COURSE ALTERATIONS:** Western Health makes every effort to ensure that Continuing Education Course information is correct at the time of publication. Western Health reserve the right to change or postpone courses and/or course content, and to alter course schedules, locations, fees and facilitators due to unforeseen circumstances.

**COURSE CANCELLATIONS:** Western Health reserves the right to cancel any scheduled course. In the event of a cancellation, clients will be notified five (5) days before the scheduled start date and refunds will be provided. Refunds may take up to 15 working days. Classes are subject to sufficient enrolment numbers.

**PRIVACY POLICY:** Protecting your privacy and personal information is important to Western Health. Information collected on this registration is intended for training and administration purposes only. By using this Online Registration process, you consent to the collection and use of personally identifiable information about you in accordance with Western Health Privacy Policies.

The information will be handled confidentially in accordance with the Privacy Act (2000) and our Privacy Policy which is available at <http://www.westernhealth.org.au/EducationandResearch/Education/Documents/Education-PrivacyStatement2014.pdf>

**JURISDICTION:** These terms and conditions will be governed by and construed in accordance with the laws in force in the State of Victoria and you submit to the non exclusive jurisdiction of the courts of that State.



Western Health