



Accredited Online Training PTY LTD

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TERMS AND CONDITIONS

- I give consent to Accredited Online Training Pty Ltd (AOT) to make any enquiries necessary to verify the information disclosed in this application.
- By accepting these terms I agree to pay the Course fees (plus GST if applicable) for the Course and payment method I have selected under this Course Enrolment Agreement. Upon receipt of the Course Fee as determined in my Course enrolment agreement, AOT agrees to:
 - provide login details to access my online Course Materials and assessments;
 - mark and provide feedback on my submitted assessment tasks;
 - provide trainer support throughout my enrolment; and
 - issue a Statement of Attainment /Certificate upon completion of my enrolment (if applicable).
- I understand that once commenced my Course is non-transferable.
- I understand that I will receive a tax invoice once my Course enrolment has been processed and payment approved.
 - I agree to honour the payment plan and understand that:
 - all instalments must be paid on or before the due date; and
 - I must ensure that sufficient funds are available in my nominated account to meet the instalment payments.
 - AOT reserves the right to suspend access to my online Course in the event that I fail to pay any part of the Course Fees as and when it falls due for payment.
 - AOT will not issue a Certificate/Statement of Attainment until course fees are paid in full
- Should I default on the repayment schedule:
 - my enrolment will be cancelled and my outstanding account will become immediately due and payable.
 - The outstanding debt will be forwarded to a debt collection agency, and
 - I may also be required to pay additional fees associated with the debt collection process
- I accept that I am required to pay the full amount of the Course fees even if I do not complete my Course or fail to advise AOT withdrawal from my Course.

- I acknowledge that:
 - Course Materials are supplied in an online environment and once enrolment has ended, access is withdrawn. Therefore it becomes the student's responsibility to save and/or copy content as required for reference purposes.
 - The content of the Course Materials, including copyright and all other such intellectual property rights contained therein, remain the property of AOT. You may not reproduce any part of the Course Materials without the prior written consent of AOT.
- The duration of my Course is advised at time of enrolment. Course commencement is effective at the time of student login, which provides access to all Course Materials.
- In the event that I do not complete the Course within the given timeframe, my Course will be immediately suspended and access to my Course withdrawn.
- If I wish to continue with my Course beyond the expiry date, application must be made in writing to AOT and received 14 days prior to expiry date.
- Course Extension Policy
 - AOT will not be obliged under any circumstances to extend the period of a student's enrolment if the student has not completed the program/Course in the allocated time.
 - Once the allocated time for a given program/Course has ended the student will no longer be given access to the Course material.
 - AOT can arrange an extension of a Course at an additional fee.
- AOT refund policy and guidelines:
 - Should AOT cancel a Course for any reason, students enrolled at the time AOT announces the cancellation will be entitled to a full refund, and this will incur no administrative charges or penalties.
 - If a candidate withdraws from a Course before the commencement of the Course, full refund of the fees will be made, however a cancellation fee of 25% of full course fees will be withheld.
 - Once enrolled and the student has logged in (commenced) their Course, they will not be entitled to a refund. Statement of Attainment will be issued for any units that have been completed.
 - In the case of a participant who wishes to withdraw from a Course or program due to illness or extreme hardship, AOT may, at its discretion, allow a refund of the fees. The following conditions apply:
 - The person concerned must produce satisfactory evidence of the circumstances of his/her withdrawal, such as medical certificates.
 - A cancellation fee of 25% of full course fees will be withheld.
 - Withdrawal must take place prior to the expiration of the Course.
 - If a refund has been issued a Statement of Attainment will NOT be granted for any units.

- Confidentiality and Privacy
 - We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
 - We will only disclose information that we have about you:
 - to the extent specifically required by law; or
 - for the purposes of this agreement (including disclosing information in connection with any query or claim).
 - Information provided by you is considered confidential and will not be divulged to any third party, nor will it be sold.
- To enrol online, you must be over 18 years of age
- By accepting the terms of this Course Enrolment Agreement:
 - you are warranting that you are not legally bankrupt; and
 - you are giving AOT consent to undertake, if applicable, a credit check with the Credit Reference Association of Australia.