

TERMS & CONDITIONS

Fees:

1. Participant fees are specified on Central West Courses website. All published course fees are inclusive of administration fees and all required materials.
2. Payment can be made online or Phone Martin or Jennifer 0419427155. Full payment is required within 48 Hours of booking the course, to receive the discounted price. Payment can be made by credit card, PayPal or bank transfer.

CANCELLATION, REFUNDS & BOOKING CONDITIONS

Unless otherwise specified, Central West Courses cancellation policy is applicable for every course. Our cancellation policy is shown below and is also available on our website www.centralwestcourse.com.au

- No refunds or cancellations within 48 hours of start of Course.
- Students must arrive at course venue up to 15 minutes prior to course commencement time for all accredited courses, for enrolment process.
- If students do not attend the full course or arrives late from scheduled break time, you will need to re-schedule and to do so a rescheduling fee will incur.
- If you are sick on the day of the course and can support this with a medical certificate, you can reschedule the course at no charge.
- Central West Courses reserves the right to cancel any training at any time. If a class is cancelled by Central West Courses, participants have the option of re-scheduling to the next available date or to receive a full refund of course fees paid.
- If you are assessed as not competent, a free re-assessment will be offered. If you are assessed as not competent for the second time, you will be required to pay the rescheduling fee to attend the full course again.
- Students attending the Bar & Cocktails Skills Course must be 18 years of age and over. If you are under 18 and book in this course you will not be able to attend the course. Student ID will be checked before commencement of class.
- Students attending all Barista, Bar & Cocktails Skills Courses MUST wear closed shoes. Students who fail to do so will not be permitted in the class and a re-scheduling fee will apply.
- All participants in SITHFAB204 Prepare and Serve Espresso Coffee must have completed SITXFSAI01 or SITXOHS002A Use Hygienic Practices for Food Safety. If you have completed this with another RTO you will need to supply a JP Certified Copy of your Statement of Attainment or your trainer must sight the original prior to course commencement on the day. Should you fail to supply this you will not be able to participate in the course and a re-scheduling fee will incur.
- As of January 2016, students completing Nationally Recognised Training cannot be issued with a Statement of Attainment without providing a Unique Student Identifier (USI). See USI website for further information. www.usi.gov.au

RESCHEDULE CONDITIONS

- 48 hours' notice is required to reschedule your course date at no cost. Less than 48 hours'

notice to reschedule, Will incur a rescheduling fee.

- Should you be late for the course commencement time, you will NOT be admitted into the course and a rescheduling fee will apply.
- If you do not attend your scheduled course the following applies:
 - -You must call the office to rebook your course within 30 days of your original course date
 - -If you do not do this within 30 days your course fee is forfeited and full fees apply to rebook.

PRIVACY POLICY.

Personal information is collected only when a booking is made.

The student name, phone number and email address is collected to make a booking.

A credit card number is only collected if a student selects the pay now option to obtain a discount.

If a student selects the pay later option, the credit card information is not required. We do not store or keep credit card information.

Your personally identifiable information is kept secure and confidential.

The information is not divulged or sold to anyone.

The credit card information uses a secure payment gateway to allow online payments.

No other information is transferred to third parties.

Students can login and change or delete their bookings and information.

There are no future communications offered