

Terms of Registration for Scheduled in-person Coaching Clinics

- Pricing:** Fees quoted are inclusive of GST
Regular discounts offered for Not-for-profit Organisations & Schools
Special discounts may occasionally be offered by email and on registration pages
- Inclusions:** Tuition, self-coaching Guide, eCertificate, light lunch & refreshments
- Venues:** Centrally located venues will be advised following registration
- Timing:** 1-Day Clinics: 8.30am to 4.45 pm – arrive 15 minutes prior
2-Day Clinics: DAY 1: 9.00am to 4.45pm. DAY 2: 8.30am to 4.30pm
- Numbers:** Small group sizes to optimise individual focus and outcomes (generally 6-12)

Pay with Registration or Pay on Invoice...

- NOTE: Time-based special discounts automatically applied at checkout
- Pay by Card with registration (*Stripe secure payment gateway*)
- OR Pay on Invoice – to pay by EFT or card *after* receiving Invoice by email

Our general terms...

- Registration is commitment to pay and payment is due on registration
- Fees are non-refundable but up to 14 days prior to the nominated event may be transferred to an alternative program
- Substitute participant/s are permitted without additional cost up to the time of commencement – prior notice preferred
- Minimum participant numbers required at The Change Forum's discretion
- If cancelled by The Change Forum, a full refund is available – or choose to transfer to an alternative date
- Social-distancing and hygiene precautions will be observed at live venues
 - Please do not attend if ill with Covid-19 or influenza symptoms, or if required to isolate
 - If required to withdraw due to Covid-19 and course transfer is not feasible, a fee refund will be available.
- All registrants will be added to our mailing list for ongoing information, updates, news and occasional free resource offerings.
 - Participants are free to unsubscribe any time after the event has concluded. All emails include a link to unsubscribe.

Re-Confirm before attendance

- Please ensure you have received confirmation of final arrangements and preparatory reading materials before attending

If any queries or help needed, please call us on 0429-687 591

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