

SANCTUM

Center for Personal and Corporate Excellence

A.B.N 23 365 850 409

Course Registration Terms and Conditions

Workshop and Course Fees

All fees must be paid in full prior to the specified cut off date. Registration forms submitted without payment will not be processed, and will not guarantee a place in the program.

Cancellations / Refund / No Refund

SANCTUM: Centre for Personal & Corporate Excellence reserves the right to cancel a scheduled workshop or course. In the unlikely even that this happens, SANCTUM's limited liability refers specifically for refunds of the workshop or course fee only. Please make travel, accommodation, and other activities involving expenses with this in mind.

If you need to cancel your registration, a refund minus a \$50 administration fee will be given if notice is given to us before the fee deadline date. (Please see your brochure and or web site for fee deadline dates associated with workshops and courses). No refund will be possible if notice is given after that date.

Agencies and Organizations paying for employees / clients

Agencies paying for participants also have until due date to withdraw clients by e-mail notification to SANCTUM. A refund minus a \$50 administration fee will be given if notice is given to us before the cut off date.

Invoices will be issued on and dated with the respective due date with the expectation that agencies still accommodate the fee even if clients are withdrawn after due date or if clients do not turn up for the program. Expenses are committed by SANCTUM by due date for clients on the group list.

Missed Session

If sessions are missed irrespective of reason (medical, transport, asked to leave etc.), no refund or credit under any circumstances is possible. If you would like to enrol in another workshop, an \$80 fee will be charged. This takes into account expenses associated with administration, catering, printing etc. If you enrol in another course for the discounted rate and also miss that course, a full fee would then apply for future registrations.

Mandatory Group Rules

- Certificates will not be issued if you come late or leave early. (Please note transport reliability)
- Individuals under the influence of alcohol and/ or other drugs will be asked to leave
- Children and unregistered guests are not permitted in the group rooms.
- Other general rules discussed on the day i.e.: mobile phones, audio and video taping, behaviour etc.

It would be a pleasure having you on board and I'm sure you will enjoy the program as it will show you a number of strategies to use in many areas of your life.