



## **Lift Supervisor Course Terms & Conditions.**

- Training course registrations are not confirmed until payment has been received in full upon which time the pre-course work will be provided
- Course enrolment cancellations must be received by CICA at least 7 days days prior to the scheduled start date to receive a 50% refund of course fees paid.
- A name swap may take place prior to the course commencement date at an additional cost of \$250 administration fee
- If non-attendance is advised at least 48 hours prior to the course commencement date, the attendee may opt to re-book an alternate course date (where available) at a cost of \$500 administration fee or forfeit course fees paid.
- No shows to the course can be re-booked on a future course date, where available at a reduced rate of 50% of the original course fee.
- Pre-course work must be completed prior to the commencement of the course
- CICA reserves the right to cancel the course however will attempt to provide as much notice as possible prior to the scheduled commencement date.
- In the event of a course being cancelled by CICA, the participant may elect to receive a full refund of course fees or placement on the next available course
- If CICA are required to cancel or vary course dates or locations due to circumstances outside our control, including insufficient course enrolments, the attendee will be offered a full refund of the total course fee, or a transfer to an upcoming course where available.
- Private courses can be arranged in consultation with CICA based on a minimum enrolment of 6 attendees and maximum enrolment of 10 attendees. In this option, the attendees must provide their own laptop to complete the assessment during the second day of the course. Venue to be approved with CICA.