

Terms and Conditions

Fee Inclusions:

- › Facilitators
- › Manuals and handouts
- › Morning tea, lunch and afternoon tea if stated

Additional:

- › GST
- › Further pre-agreed disbursements made on behalf of participant will be charged at cost.
- › Participants are to arrange their own travel, accommodation and other meals as required.

Disbursements

Disbursements are payments made by us on your behalf. These costs are passed on to you as part of our normal monthly billing.

Payment

An invoice will be issued on registration for 50% of the programme cost; except where the total programme cost is \$500 or less, in which case an invoice will be issued on registration for the total programme cost. Any remaining balance will be invoiced on completion of the Phase One workshop.

Payment on the first instalment invoice will be required within 10 days of the invoice date, or prior to commencement of the programme, whichever comes first. Payment on the balance will be required within 10 days of the invoice date. Payment may be made by cheque or direct credit to our bank account. Interest may be charged on any amount owing after the due date at the rate of 2% per month or part month.

If there are any issues arising concerning the amount of our fee, please communicated to us verbally or in writing **within 10 days** of the date of the invoice; otherwise it is agreed that the amount is due and payable.

Cancellation – Workshops/Programmes

Should you wish to cancel the training the following terms will apply. Coach Approach Leadership + Teams will work with you to reschedule where possible.

- › Cancellation more than 2 weeks prior to the start date: \$100 service charge applies plus any non-refundable expenses.
- › Cancellation within 2 weeks of the start date: \$150 service charge applies plus any non-refundable expenses.
- › Cancellation within 24 hours of the start date: 50% of full programme cost retained.
- › When there is a no show of a participant the full deposit will be retained.

Replacements

If an agreed replacement participant is found before the workshop starts there is no additional cost incurred.

Programme Content

The Sponsor or Client is not permitted to use or distribute materials obtained on this programme beyond its contracted purpose, without consent.

Nature of the Relationship



The Sponsor or Client does not hold Coach Approach Leadership + Teams Ltd in any way responsible or liable for the provision of any of Coach Approach Leadership + Team's services and any consequences arising from them, even in respect of any negligent act or omission occurring in or during the period of contract of these services.

