

## PAYMENT ADVICE

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### How to pay

Once the completed enrolment form is received by Enrich Training we will prepare and invoice for your payment. Should you wish to pay prior to receiving the invoice you may do so using any of the following methods and you will be issued with a receipt shortly after the payment has been received.

### By Mail

Mail this form to us with your Cheque or money order payable to "Enrich Training".  
Mail to: PO Box 723, Aspley Qld 4034

### Internet or Transfer of funds

To pay by direct credit from your bank account:

Bank: ANZ  
BSB No: 014247  
Account No: 493 679 436  
Account Name: Enrich Training  
You're Reference No: Company Name, Participant Name or Inv no.

### Payment Method

Company Name: \_\_\_\_\_

I am paying (please tick)

- Cheque / or money order  
My Cheque or money order payable to "Enrich Training" is enclosed.
- Internet / funds transfer  
My Internet funds transfer will be made on this date \_\_\_\_\_
- Please fax this form to Enrich Training on (07) 3863 1121

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## TERMS AND CONDITIONS

### Payment Terms

Fees and charges (if applicable) are due and payable within 14 days of invoice.

### Instalment Policy

If an instalment plan has been negotiated on the training agreement, professional fees and costs are due and payable as stated in the instalment plan.

### Transfer Policy

Transfer of training dates must be advised in writing at least 14 days prior to the commencement of the first scheduled training session as agreed and booked. Transfers made after that date may be subject to a penalty charge of \$100.

### Cancellation and Refund Policy

Cancellations received up to 14 days prior to course commencement will incur an administration charge of \$200.

Cancellations received between 1 and 14 days will incur a charge of 25% of the full program fee.

Cancellation received after commencement will be subject to the following conditions;

### Short Courses

No refunds will be due for participants who cancel a short course (i.e. 1 or 2 days) after commencement.

### Courses/Traineeships (includes all qualifications and programs longer than 2 days)

Participants who cancel before completing 50% of training for the qualification will receive a refund of 30% of the course fees less an administration charge of \$200.

No refunds will be given for participants who cancel after 50% of the training for the qualification has been delivered by Enrich Training.

### RPL and Self Paced

No refunds will be due for participants who cancel a RPL or Self Paced course after enrolment.

### Unpaid Fees

- The Client must pay all invoices issued by Enrich Training within 14 days of the date of each invoice.
- Enrich Training reserves the right to take whatever action including, discontinuing programs, institute legal proceedings, etc., to safeguard its interests

### Extenuating Circumstances

Should a participant be unable to continue their studies due to legitimate reasons such as sickness, death or family circumstances, a pro-rata refund may be given less a \$200 administration fee.