

# WMHI Booking Terms & Conditions

## In House Courses

### Deposits & Payments

A non refundable 50% deposit is charged at the time of booking to confirm the booking.

The balance is payable within 14 days of the course being delivered.

### Cancellations

Cancellations must be in writing. Refunds will be provided according to the following schedule:

- Cancellation of 14 days or more before the event. 50% cancellation fee (deposit retained)
- Cancellation of less than 14 days. Full course fee will be charged.

### Rescheduling a Course

Courses can be rescheduled up to 14 days before the event, according to the following schedule:

- Reschedule with 30 days or more notice, no fee
- Reschedule with less than 30 days notice, but more than 14 days notice, up to 50% of the course fee may be charged.
- Reschedule with less than 14 days notice, 100% of the course fee may be charged.

The course must be delivered within 12 months of the original date booked.

## Public Courses

### Payment

Payment is to be made at the time of booking. Payment is accepted by:

- a) Credit card – can be provided through our secure online portal (operated by Paypal), by telephone, or by completing the registration form.
- b) Electronic Funds Transfer (EFT) – an invoice can be provided for payment by EFT

### Cancellations & Refunds

Where a participant is unable to attend a course they are registered for, we will happily transfer their registration to another participant, another date, or another course. We do not provide refunds for cancellations except in exceptional circumstances.

CatalystBreakthru ABN 90 297 259 370