

State Coaching and Officiating Centre

Course Payment and Cancellation Policy

Effective – January 2006

Payment:

- Payment for all State Coaching and Officiating Centre courses is due upon registration for the course and can be made by cheque, money order or credit card. Your place within the course will only be reserved upon receipt of your registration and payment. A confirmation of enrolment letter will be posted to you 7 days prior to the course, detailing times, venue location and equipment requirements.

Cancellation Policy:

- All cancellations received by phone, fax, letter or email, more than 4 days prior to the course will result in a full refund.
- Refunds will be not be given for cancellations received less than 5 days prior to the course, however you may be able to substitute another person into the course following approval from the State Coaching and Officiating Centre. Approval may also be given to transfer course registration and payment to another course, providing there is availability within the selected course. A maximum of 1 course transfer is allowed before transfer and refund rights are cancelled.
- If a delegate fails to attend a course without notifying the State Coaching and Officiating Centre in advance, the course fees will not be refunded or reallocated to another course.
- The State Coaching and Officiating Centre reserves the right to cancel, postpone or reschedule any course due to low enrolments or unforeseen circumstances at its discretion. Every effort will be made to notify those who have enrolled as early as possible when a course is cancelled. Those enrolled will be given a full refund or course transfer options, however the State Coaching and Officiating Centre will not accept any responsibility for travel and accommodation costs incurred. Refunds will be offered to delegates in the form of a cheque or direct deposit into a nominated bank account within 30 days or delegates may transfer fees to another course if requested.

For any queries regarding this policy, please contact:

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Government of South Australia

Office for Recreation and Sport