

# Health & Safety Unit Training Cancellation Policy

Never Stand Still

for Health & Safety

## **HS training (excludes HS Consultation and on-line training) Cancellation Policy**

We would appreciate your co-operation in notifying us as soon as possible if unable to attend due to the high demand of Health & Safety Training as places are limited.

Notice of cancellation must be given > 2 days prior to training program date - to ensure no charge.

Notice of cancellation between > 1 days = 50% cancellation fee applies.

Notice of cancellation < than 1 day then 100% cancellation fee applies.

## **HS Consultation Cancellation Policy**

Notice of cancellation must be given > 14 days prior to training program date - full refund.

Notice of cancellation between 7 - 14 days - 50% cancellation fee applies.

Notice of cancellation < than 7 days then 100% cancellation fee applies.

Make up days will be charged direct to you at \$170 + GST per day and will depend on availability for dates and location to complete course within an 8 week timeframe.  
(THERE ARE NO GUARANTEES THAT A PLACE ON A FUTURE COURSE CAN BE ACCOMMODATED FOR ABSENT DAYS.)