

## Workshops and Events Important Notes

### 1. Booking Payment and Confirmation

- Bookings will be confirmed immediately if online payment has been made.
- Schools using the Workshop Registration Form will be confirmed after the Form has been received and processed by Speld Qld.
- A Tax Invoice will be emailed after full payment has been received by Speld Qld (please allow 3 business days)
- Participants will not receive a certificate of attendance until payment has been finalised by the School.

### 2. Booking Cancellations and Transfers

The following applies for all booking cancellation requests received by us that involve Workshops, Seminars and Events.

- 7 or more business days notice before the workshop – full Refund provided.
- 4 to 6 business days notice before the workshop – Refund provided less 25% administration fee.
- 1 to 3 business days notice before the workshop – Refund provided less 50% administration fee.
- No refund or credit is available if notice of the cancellation is received on the day of the workshop or for non-attendance.

#### 2.1 The following applies for all booking transfer requests received by us that involve Workshops, Seminars and Events.

- 7 or more business days notice before the workshop – transfer to another Workshop allowed (price difference will be refunded or charged as applicable)
- 1 to 6 business days notice before the workshop – 75% of the Workshop fee will be credited towards the cost of the alternative Workshop Booking.
- No refund or credit is available if the transfer request is received on the day of the workshop or for non-attendance.

Transferring bookings from one person to another is permitted provided you have advised us prior to the commencement of the Workshop and we have acknowledged receipt of that advice.

### 3. Workshop Cancellations by Speld Qld

- Speld Qld reserves the right to cancel, in its sole discretion, any particular workshop. In the event a specific workshop is cancelled, participants will be contacted by us to arrange a transfer to an alternative workshop date or receive a full refund.
- Speld Qld assumes no responsibility for non refundable airline tickets, accommodation, deposits or any other expenses incurred due to workshop cancellations.

### 4. This Workshop contributes to the 10 Queensland College of Teachers continuing Professional Development Requirements. You will receive a certificate on the day of the Workshop, unless payment is still pending (Schools only) in which case a certificate will be issued once payment is finalised.