



Professional excellence in government law

TRAINING TERMS AND CONDITIONS

By paying this Invoice, you and your organisation agree to the Terms and Conditions below. Sessions are organised by Batskos Holdings Pty Ltd and presented by FOI Solutions.

PAYMENT AND CONFIRMATION

This tax invoice from Batskos Holdings Pty Ltd has been issued on receipt of your registration form. Payment is required prior to training attendance. **Bookings will not be confirmed until payment is received.** A confirmation will be emailed to you no later than one week prior to your training session with all the details. If you registered within a week of the session, confirmation will be emailed as soon as possible.

TRANSFER AND CANCELLATION

Transfer:

If you provide a written request to us, no later than 3 days prior to the training session, you can:

- (a) Transfer the registration to a different person within your agency; or
- (b) Transfer to a different session date.

Transfers will not incur an administration fee, providing the request occurs within the above timeframe.

Cancellation:

All cancellations must be made in writing no later than 5 business days prior to the scheduled training session to receive a refund/credit of any payments made. **Cancellations/Refunds will incur an administration fee of 20%.** If cancellation is made within 5 business days prior to training session, **full payment will be required, and no refunds applicable.**

All courses are subject to minimum numbers. Whilst FOI Solutions uses reasonable endeavours to ensure that Courses are conducted on scheduled dates, Batskos Holdings Pty Ltd and FOI Solutions reserves the right to cancel or reschedule sessions, change speakers and revise session content without prior notice. If a session is cancelled, you may be offered alternative dates and the session may be rescheduled to a mutually convenient date. If not, a full refund will be offered or where determined appropriate by Batskos Holdings Pty Ltd and FOI Solutions, the option of receiving all session materials in lieu of a refund.

PRIVACY

FOI Solutions records the information that you provide in your registration form. This information may be used to communicate with you or to provide you with information about products and services of FOI Solutions or Batskos Holdings Pty Ltd.

PROGRAM CONTENT

FOI Solutions owns all intellectual property rights in the session content and you shall not be permitted to reproduce, photocopy or use session materials without the prior written consent of FOI Solutions.

FOI Solutions and our presenters make every effort to ensure that the information comprised in the FOI Solutions training sessions is accurate at the date of original publication. However, FOI Solutions and our presenters are not responsible for any errors or omissions. The training sessions are educative in nature and are not (and should not be taken to be) legal advice. You should seek separate legal advice in relation to your specific facts and circumstances.

ELIGIBILITY AND ATTENDANCE

By registering in this session and paying the tax invoice you and your organisation warrant that:

- (a) You are an employee of the organisation;
- (b) You are not an independent contractor on a fixed term contract
- (c) You each understand that independent contractors are not eligible to attend the session for which you are registered;
- (d) Your organisation is a government agency and not a private sector body.

Solicitors & Consultants

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