

# Terms and Conditions

## PAUSCHMANAGEMENT PTY LTD

### Training Terms & Conditions

#### General

All written notice and communications are to be sent to [pauschmanagement@bigpond.com](mailto:pauschmanagement@bigpond.com)

The delegate name provided at the time of booking is for our own administrative use only.

Clients may substitute a delegate and this requires 48 hours or more written notice prior to the commencement of a course.

Pauschmanagement Pty Ltd reserves the right to change course content, speakers or method of presentation at its discretion.

#### Booking procedure

To make a booking clients can either:

Use the online booking registration form <http://www.geraldpauschmann.com/contact>

Send email to [pauschmanagement@bigpond.com](mailto:pauschmanagement@bigpond.com)

Once we have processed your booking, we will send you a confirmation email within three business days.

#### Fees

Fees are payable in full 30 days after the completion of the workshop, or at the end of the month as close to the clients next pay run.

Fees cover all course materials.

All audio visual equipment, including data projector, video camera and microphones is the responsibility of Pauschmanagement Pty Ltd, unless otherwise agreed by both client and Pauschmanagement Pty Ltd

Any future increase in fees will not apply to a confirmed workshop.

#### International Registrations

All clients located outside Australia must apply for and submit the registration form and payment to Pauschmanagement Pty Ltd ten business days prior to the training date.

#### Parties' Responsibilities

To ensure that the training session is successful, the following responsibilities are assumed to be fulfilled by both the parties:

##### i) Pauschmanagement Pty Ltd

Pauschmanagement Pty Ltd responsibility is to:

- 1 Ensure that all required training material is available during the training session.
- 2 Ensure that the participant receives all required pre workshop material for attending the training session (if required).
- 3 Ensure that the proposed learning outcomes are in line with all material covered in manuals.
- 4 Ensure confirmation of requested booking is forwarded to the client no later than three business days.

## ii) Client

It is your (the clients) responsibility to:

1. Ensure that attendance lists are sent to Pauschmanagement Pty Ltd five days prior to the commencement of the workshop to [pauschmanagement@bigpond.com](mailto:pauschmanagement@bigpond.com).
2. Ensure punctuality for the sessions to maximise the use of available time.
3. Ensure no disruptions, (such as noise and interference) during the training session to help maintain the quality of training.
4. Cooperate and follow the instructions of the trainer during the session to ensure that the desired learning outcomes are met.
5. Ensure availability of appropriate training facilities to conduct and deliver training.

## Invoicing and Payment

Workshop fees are due within 30 days of course completion, or as stated on the invoice Payment is to be made by EFT to the following account:

Pauschmanagement PTY LTD

WESTPAC Banking Corporation

BSB: 034215

Acc No: 271655

All bookings are deemed to have been placed by an appropriate approved representative of the company.

## Transfers

Transfers to another workshop will only be accepted in writing.

Transfers to another workshop are available if written notice is received 14 or more working days prior to the original course commencement. After this time transfer is not available.

Transfers are not available with less than 14 days notification prior to the commencement of a course however delegate name substitution is available.

Transfers are not available after the commencement of a course.

## Cancellation

Cancellations will only be accepted in writing.

If a cancellation is made less than 14 days prior to the commencement of a course, full payment of the agreed value of the workshop is applicable.

If a cancellation is received 14 or more days before course commencement no fee is applicable.

As an alternative to cancellation, clients may opt to rebook the same workshop within 90 days. After this period, full payment of the agreed value of the workshop is applicable. If no notification is received and there is non attendance at the workshop, full payment of the agreed value of the workshop is applicable.

## Privacy Policy

Pauschmanagement Pty Ltd values your privacy, and maintains all personal information in accordance with the National Privacy Principles in the Privacy Amendment (Private Sector) Act 2000 which took effect on 21 December 2001.