

## Terms and Conditions

### 1. Registration and Agreement

By registering for the AASW Leadership Program ("the Program"), participants agree to these Terms and Conditions ("T&Cs"). Please read them carefully before completing registration.

If registering on behalf of another person, it is your responsibility to ensure that the participant is aware of and accepts these T&Cs.

### 2. Program Fee and Payment

All program fees must be paid in full before participation can be confirmed. Where a discounted AASW Member fee is claimed, the participant must be a current AASW member. If false information is provided, the difference between the member and non-member fee will be charged or the registration may be cancelled.

### 3. Cancellations and Transfers

All cancellations must be made in writing to the AASW CPD Team at [training.projects@aasw.asn.au](mailto:training.projects@aasw.asn.au). The date of cancellation will be considered the date the notice is received, and will be acknowledged in writing within three working days.

The following cancellation fees apply:

- 30 to 15 days before the Program commencement date: 50% of the tuition fee.
- 14 days or less before the Program commencement date: 100% of the tuition fee.

It is therefore important to inform us promptly if you must cancel your participation.

Transfers are not available.

### 4. Program Changes and Conduct

AASW reserves the right to amend the Program content, dates, presenters, or venue if required. Participants are expected to behave professionally and respectfully. AASW may refuse admission or remove any participant whose behaviour is deemed inappropriate.

### 5. Liability

AASW will not be responsible for any travel, accommodation, or other costs incurred in relation to the Program. Participants should ensure they have appropriate insurance cover.

### 6. Privacy

Personal information collected during registration will be used in accordance with AASW's Privacy Policy.

### 7. Photography and Recording

The Program may be photographed or recorded. If you do not consent to being recorded or photographed, please advise AASW in writing prior to the Program.