

CONDITIONS OF ENROLMENT



This form applies to NSW Electrical Test & Tagging Pty Ltd (ABN 60130 435 933) A binding agreement shall arise between you and the NSW Electrical Test & Tagging, which shall be governed by the laws of New South Wales, when you accept the Conditions of Enrolment by signing the enrolment form where it reads "I have read and agree to the Conditions of Enrolment"

By accepting these Conditions of Enrolment, you agree to comply with the NSW Electrical Test & Tagging Policies and Procedures as published on the Web site: www.nswtestntag.nsw.com.au and in the Participant Handbook.

By accepting these Conditions of Enrolment, you are confirming that you or your employees fulfil all entry requirements for the course in which you are enrolling.

Unit of Competency "**UEENEEE101A** Apply Occupational Health and Safety regulations, codes and practices in the workplace."

THIS UNIT MUST BE FULLY COMPLETED AND HAVE BEEN MARKED BY OUR OFFICE BEFORE ATTENDING THE TEST & TAG UNIT OF COMPETENCY (UEENEEP026A) NO EXCEPTIONS. FAILURE TO HAVE THIS UNIT FULLY COMPLETED AND MARKED WILL RESULT IN NOT BEING ADMITTED TO THE TEST AND TAG ONE (1) DAY COURSE AND WILL RESULT IN A REBOOKING FEE OF 30%.

The unit UEENEEE101A is a **prerequisite** for the 1 day course "**UEENEEP026A** Conduct In-Service Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies" and also our conditions of enrolment and as such it must be completed prior to your attendance on the day.

By accepting these Conditions of Enrolment, you agree to pay the course fee for the course you have selected under this Enrolment Form. Upon receipt of the Course Fee, (5 working days before the course) NSW Electrical Test & Tagging Pty Ltd agrees to supply to you the required username and password to complete the online component of the course. The online NSW Electrical Test & Tagging Pty Ltd reserves the right to withhold the username and password in the event that you fail to pay the course fee as and when it becomes payable.

NSW Electrical Test & Tagging Pty Ltd notes that, depending on your particular Course, you may need to provide your own equipment in addition to the Course Materials at your cost. Subject to successful completion of all assignments and the Course Fee being paid in full, NSW Electrical Test & Tagging Pty Ltd will issue you with appropriate certification for your course.

Notification of Booking along with a Tax Invoice will be sent on receipt of your application. Payment must be received in full 5 business days (Monday to Friday) prior to the commencement of the course to secure your position. If payment is not received within 5 business days of your course date your enrolment maybe withdrawn and given to a person on the waiting list for that course.

Late bookings may be taken if course numbers allow — (please phone us on (02) 4628 8986 to make arrangements).

Cancellations will be refunded less a 10% administration fee if received in writing **more than 5 business days** prior to the commencement of the course date. **For cancellations notified in writing between 3 to 5 business days before the event**, course fees will be refunded less a 30% administration fee. **For cancellations notified less than 3 business days before the event, no refund will be given.**

Change of person attending the course will be allowed, (please phone us for details) however this may be subject to a 15% administration fee.

Change of course date received in writing more than 5 business days before the original course date will attract a 10% admin fee.

Course date changes received in writing less than 5 business days before the original course date will attract a 30% admin fee.

PLEASE NOTE NON ATTENDANCE ON THE DAY - NO REFUND

NSW Electrical Test & Tagging Pty Ltd reserves the right to withdraw your registration if payment is not received in accordance with our payment terms. Venue details will be included in your confirmation advice and can be found on our website. Whilst there is every intention to run the course as advertised, NSW Electrical Test & Tagging Pty Ltd reserves the right to make changes to the course content. NSW Electrical Test & Tagging Pty Ltd also reserves the right to cancel a course due to insufficient numbers or circumstances beyond our control. Should this occur, refunds will be made in full or other course dates will be offered.