
ASCI Course and Events Terms and Conditions

Current as of June 2017

1 RECITALS

- Australasian Production and Inventory Control Society Limited, trading as Australasian Supply Chain Institute (ASCI) is a non-profit public company limited by guarantee under Australian law.
- ASCI is committed to pursuing the Objectives outlined in the Constitution.
- ASCI's operation is subject to the its Constitution and is governed by By-Laws (created under clause 27 of the Constitution).
- The organisational structure of the ASCI Board includes Members, a Board of Directors, including a President and Vice President and a Chief Executive Officer and other staff as may be required from time to time.
- In consideration for the ASCI accepting the Member (Individual or Corporate Members) as a member of the Company and conferring the rights associated with the Membership, the Member agrees to pay all relevant Membership Fees and agrees to be bound by the Constitution, these Membership Terms and Conditions, By-Laws, notices and directives as amended, supplemented or replaced from time to time.

2 GENERAL

- A registration form must be completed in order to register for a course/event.
- Payment for courses is due prior to course/event commencement. Invoices and/or payments for any course/event are normally processed at the time of confirmation. If your employer is paying, please ensure that your accounts department has received and processed the payment prior to the start date.
- Cancellations must be made in writing. Cancellations after course/event confirmation will incur an administration fee of fifty-five dollars (\$55) (including GST), unless otherwise stated. Cancellations received less than ten (10) business days before the start date will result in a forfeiture of 50% of the course fees. Cancellation within five (5) business days before the start date results in a forfeiture of 100% of the course fees.

- ASCI reserves the right to alter the program/s, to cancel or change event components and/or substitute services without notice.
- ASCI reserves the right to cancel, postpone or re-schedule courses due to low enrolments or unforeseen circumstances.
- ASCI reserves the right to change course fees, dates, content or facilitators at its discretion.
- Where a fee refund is due to a student such a refund will be provided within thirty (30) business days.
- All registrations are transferrable provided that:
 - ASCI is notified in writing within a reasonable timeframe before the course/event; and
 - the substitute meets any pre-requisites that may attach to any particular program/participation.
- Course materials and text books once issued cannot be returned.
- ASCI partners with a number of organisations/associations for the purposes of providing certifications. By registering for a certification program, you consent to having your details and records maintained by these partners according to their privacy policies.

3 VIDEO RECORDING & PHOTOGRAPHY POLICY

By registering for any ASCI event, you authorise ASCI to record the presentation (which includes any questions or comments by any participant or audience member) in audio and/or visual formats. You agree that ASCI is the owner of the copyright and other intellectual property in any recording/photograph and that it may use the recording/photograph for any purpose it considers appropriate, including publicity, education or other activities, and may earn income for ASCI's own benefit. ASCI is not obliged to exercise the right to take any recordings or photographs at ASCI courses/events.

ASCI reserves the right to record, via video and/or audio, learning sessions for quality assurance purposes and to support students.

4 FOR ENROLMENT IN AN ASCI SHORT COURSE

The following terms and conditions apply to people registering for an ASCI short course.

4.1 Course Fees

Course fees are generally due and payable upon registration for the short course.

If an invoice is issued by ASCI, it must be paid no later than fourteen (14) days following the date of the invoice. Payment can be made via electronic funds transfer, credit card, bank draft or other pre-

approved payment method.

4.2 Cancellations, Refund Policy, Transfers to Alternate Short Courses

Notifications of cancellations, refunds and requests for transfers must be made in writing to education@asci.org.au. Alternatively call ASCI on +612 9891 1411 to discuss options.

4.3 More than 10 working days from Course commencement

If notification of cancellation, is provided in accordance with clause 4.2 and provided more than ten (10) business days prior to the Course commencement date, ASCI will refund the fees paid in full in accordance with clause 2.

4.4 10 working days or less from Course commencement

If notification of cancellation, is provided in accordance with clause 4.2 but is provided in ten (10) business days or less before the Course commencement date fees, paid will not be refunded or allocated to another Course. ASCI cannot accept responsibility for changes to person's work commitments or personal circumstances within this ten (10) business day period.

5 TRANSFERS

Requests for transfers to alternate courses are to be arranged in accordance with clause 4.2. These requests must be made with ten (10) or more business days prior to the course commencement date and is subject to availability on a future course. One transfer will be accepted without charge. All subsequent transfers will attract an administration charge of fifty-five dollars (\$55.00) (including GST).

6 NON-ATTENDANCE (NO SHOW)

If a student fails to attend a program, course fees will not be refunded or allocated to another course.

7 SUBSTITUTIONS

Requests for substitutions are to be arranged in accordance with clause 4.2 and can be made at any time up to two (2) business days before the course commencement date.

8 GOODS AND SERVICES TAX (GST)

Advertised prices are GST inclusive. The portion of the program or qualification fee attributable to the education component is GST free, however in accordance with GST legislation, ASCI is required to charge GST on the portion of the program that relates to catering. Tax invoices that comply with GST legislation will be issued for all enrolments. The amount of GST will be separately identified on all tax invoices.

9 EXAMINATIONS TAKEN WITH ASCI CERTIFICATION PARTNERS

Examinations taken with ASCI Certification Partners are subject to the examination terms and conditions of those Partners. Candidates are referred to the various Certification Partners' websites for further information about exam terms and conditions as provided by these Certification Partners.

In all cases, exams are sold by ASCI in Australia on behalf of its Certification Partners. All exam fees are separate from course fees and in all cases, are non-refundable.