

Partner-Nominated Participant

The following Terms:

- only apply to individuals who enrol in an AICD Course under a current B2B referral arrangement between AICD and the entity nominating that individual for a specific Course (a **Partner-Nominated Participant**); and
- replace sections 5 – 8 (inclusive), 13, 17, and the Key Date table (only) of the [Public Course Terms](#). The remainder of the Public Course Terms apply to all Partner-Nominated Participants.

Participant Enrolment: Enrolment and provision of Course Materials is subject to receipt of your payment in full and our confirmation of availability. Our invoice for Course fees is payable within 7 days of receipt.

1. **Enrolment Changes:** If for any reason you are no longer able to attend the course on the date for which you have enrolled, you may request in writing to cancel or transfer your enrolment. Please note that fees may apply for transfers and cancellations, as noted below. We exclude weekends, public holidays and the first day of a course (course start date) when calculating how many days' notice you have provided for any requested transfer.
2. **Transfers:**
 - (a) You may only Transfer to another Course date listed, and any Transfer is subject to confirmation of availability. If a place is available, we will contact you and you must pay a Transfer fee (see below) to complete the Transfer. If a place is not available, you may choose to be placed on a waitlist or cancel your enrolment.
 - (b) If you are placed on a waitlist and a place becomes available, you must either accept that place by paying the Transfer fee or request a cancellation as at that date. If you are placed on a waitlist and a place does not become available, we will treat this as if you had cancelled on the date you were placed on the waitlist. You may also cancel your waitlist spot at any time, which will be treated as a cancellation of your enrolment as at that date.
 - (c) Transfer fees are calculated as follows:
 - (i) If you provide us with 42 working days' notice or more, no Transfer fee is payable.
 - (ii) If you provide us with 41 to 16 working days' notice, a Transfer fee of 25% of the Course fee is payable.
 - (iii) If you provide us with 15 working days' notice or less, a Transfer fee of 50% of the course fee is payable.
 - (d) Only one Transfer is permitted per enrolment. Any subsequent Transfers will, if you proceed with them, be treated as a cancellation of your original enrolment and the making of a new enrolment.
3. **Cancellation:**
 - (a) If you cancel your enrolment, a cancellation fee is payable as follows:
 - (i) If you provide us with 42 working days' notice or more, a full refund will be provided.
 - (ii) If you provide us 41 working days' notice or less, no refund will be issued.
 - (b) In order to receive any refund, all course materials already provided to you must be returned to us.

No Show: If for any reason you do not attend the course without requesting a Transfer or cancellation beforehand, no refunds are payable and no changes to your enrolment will be accepted.

Enrolment changes by us: If we are required to cancel or vary the Course dates or locations due to circumstances outside our control, including insufficient enrolments, you will be offered a full refund of the Course fee, or a Transfer for which no Transfer fee applies. However, unless required by an applicable law, we will not be responsible for any airfare, hotel or any other direct or indirect costs or losses incurred by participants in any circumstances and you are encouraged to take this into account when booking travel arrangements.

4. **Use of material:** Materials and content made available to you as a course participant are subject to copyright and other rights owned by AICD or its licensors. All such material is protected by the Copyright Act 1968 (Cth) and other international copyright and intellectual property laws. You may only use the materials and content for your own private non-commercial use. No part of the course materials and content may be copied, reproduced, modified, distributed, transmitted, or republished in any form or by any means without the express prior written permission of the AICD.
5. **General:** These Terms and Conditions are in addition to your rights under the Australian Consumer Law.