



Upskilled Leadership Academy Terms and Conditions

1. Following receipt of your enrolment request and payment, Upskilled Leadership Academy will send a letter confirming course details.
2. The Company/Organisation/Individual is responsible for ensuring that all the attendee(s) meet the course prerequisites before enrolment. The prerequisites are detailed in the Upskilled Leadership Academy course outlines.
3. All payments must be received before course commencement. Failure to pay will result in the student being asked to leave the course and full fee payment for the course will be required.
4. Upskilled Leadership Academy reserves the right to cancel any course with insufficient enrolments, alter the date or change the price of any course, without any penalty to Upskilled Leadership Academy.
5. Upskilled Leadership Academy will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations that are caused by events outside our reasonable control (Force Majeure Event).
6. Any attendee or person, unbecoming of conduct or disruptive to the orderly progress of the course may be asked to leave.
7. Business and Student contact and enrolment information will be managed in accordance with Upskilled's Privacy Policy.

Outstanding Payments

1. Upskilled Leadership Academy reserves the right to refuse customers who fail to meet our payment terms and conditions of business.

Course Cancellations, Rescheduling and Transfers

1. All requests for transfers or course cancellations must be received in writing by a duly authorised person from the nominating organisation.
2. Cancellation or reschedule of any Upskilled Leadership Academy course requires a minimum TEN complete business days written notification to info@upskilled.edu.au prior to the course date, to ensure that the course is rescheduled without penalty. Less than TEN FULL business days' notice will result in no refund and no rescheduling.
3. The conditions of course prerequisites and payment PRIOR to course commencement apply to transfers.
4. Any queries can be directed to 1300 009 924 or via email info@upskilled.edu.au

By filling out this form, you are acknowledging and agreeing to abide by the Upskilled Leadership Academy Standard Terms & Conditions, as well as the Privacy Policy of Upskilled available at www.upskilled.edu.au