

Online Training Terms & Conditions

Domestic Customers

1. Course Enrolment

- a. Course enrolment closes fifteen (15) business days prior to the advertised commencement date of the training course.
- b. Course enrolment is complete when the participant has paid for the training course and the payment has been received by Campbell Scientific Australia (CSA) in full.
- c. Log-in / access details cannot be shared. In the case that a participant shares these details with others, it may lead to the cancellation of the enrolment.

2. Course Materials and Access

- a. The content of the online training presentation, including copyright and all other such intellectual property rights contained therein, remain the property of CSA. You may not reproduce any part of the online course materials without the prior written consent of Campbell Scientific Australia;
- b. Course materials and course content are subject to change at any time, without notice;
- c. Online training is provided via Zoom. Zoom may occasionally be unavailable during scheduled maintenance. In the event that Zoom becomes unavailable, online training will be provided by an alternate delivery method;
- d. Prior to beginning the training course, the participant will need to ensure that their Zoom account name is the same as the name used on the training registration form. Failing to do so may lead to the participant not being released from the Waiting Room in Zoom on the day of the training.
- e. Training courses will begin at 8:45am (AEST) and will typically finish between 3:30pm and 5:00pm (AEST). The CSA trainer(s) will be available until 5:00pm (AEST) for questions.
- f. CSA trainers will let registered participants into the training from the Zoom waiting room from 8:45am (AEST);
- g. Participants are expected to be set up ready to enter the training at 8:45am and start at 9:00am (AEST).

3. Course Payments

- a. All fees must be paid in full and received by CSA fifteen (15) clear business days prior to the commencement of the course by either:
 - i. VISA or Mastercard. Payments made by credit cards incur a 1.5% fee on total training course amount after GST.
 - ii. Invoice (for credit approved clients)
 1. No 30 day accounts
 2. The due date on the invoice will be in accordance with 1. above.
- b. Failure to ensure CSA receives your payment by this date, means participants' enrolment into

the training course will not be complete and the participant will not be able to participate in the training course.

4. Course Withdrawals & Refunds

- a. Participants may withdraw from their training course for a full refund, provided they cancel their enrolment ten (10) business days prior to the commencement date of the training course.
- b. Any withdrawals after the cut-off date will not be eligible for a refund.

5. Transfers

- a. Course fees can be transferred to another participant provided:
 - i. The transfer occurs at least ten (10) clear business days from the start date of the training course;
 - ii. The new participant is from within the same organisation and department as the enrolled participant and;
 - iii. You advise CSA of the change of staff member providing their full name and contact number in writing.

6. Confidentiality and Privacy Policy

- a. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- b. We will only disclose information that we have about you:
 - i. to the extent specifically required by law; or
 - ii. for the purposes of this agreement (including disclosing information in connection with any query or claim)
 - iii. information provided by you is considered confidential and will not be divulged to any third party, nor will it be sold.

7. Campbell Scientific Australia Code of Practice

- a. CSA has responsibilities to participants to provide a quality of service. We undertake to abide by all our policies and procedures. CSA agrees to:
 - i. Honour all of the Terms and Conditions set out for online training.
 - ii. Provide a tax invoice;
 - iii. Provide login details to access the online course via Zoom.
 - iv. Provide unlimited tutor support via Zoom chat throughout the hours of the training course;

8. Participant Obligations

- a. Participants of CSA training courses are required to:
 - i. Ensure that all the information provided to CSA is accurate;
 - ii. Notify CSA of any contact changes (email, telephone, address etc.);
 - iii. Advise CSA of any difficulties or problems they may experience with CSA staff, procedures, set up or training;
 - iv. In your interaction with CSA staff, learning consultants and tutor support (including, but not limited to telephone calls, emails and zoom interactions) you agree to

conduct yourself politely and respectfully at all times.

- v. As a training participant of CSA, you agree that you shall not, under any circumstances, use abusive language or harass staff. Campbell Scientific Australia reserves the right to determine, at its sole discretion, what constitutes abusive language and harassment, and where that has occurred; and may, partially or completely, deny service to any infringing party.

How to contact us

Please contact us if you have any questions about this policy:

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