

## PAYMENT POLICY

When you register, a \$75 non-refundable deposit is required to secure your booking. You will be sent an email to confirm your registration once this payment has been made.

Full payment of the balance for the course is required at least 4 weeks before the commencement date to secure your place. If full payment is not made by the due date, and you have not notified us of your intention, your deposit will be forgone and your place will be offered to another participant.

Please remit payment by EFT to:

ACCOUNT NAME: Gillian J Jackson

BSB 733-057

A/C 535725

PAYMENT REFERENCE: Please use your initials and the last four digits of your phone number.

**All courses must be fully paid 4 weeks prior to the commencement date of the course.**

An email confirming receipt of your payment will be forwarded to you once your payment has been received. A receipt for tax purposes will be attached.