

Terms and Conditions

Learning Program Registrations



Overview

The below terms and conditions are applicable to all learning program bookings, ie standard sessions, including those conducted via webinar, and to any consulting programs.

Agreement

Training is provided subject to the terms and conditions of your existing agreement with Automatic Data Processing Limited (ADP), and the additional conditions below

Cancellation/ Reschedule:

If a booking is cancelled more than five (5) days prior to the scheduled course date, without immediate intention to reschedule, a charge of \$100 is payable. If a booking is cancelled more than five (5) days prior to the scheduled course date you will remain liable to reimburse ADP for any travel and accommodation expenses which ADP has incurred prior to such cancellation. If a booking is cancelled within five (5) days of the scheduled course date, full fees and charges and any travel and accommodation expenses remain payable to Automatic Data Processing Limited.

Course prerequisites:

These must be complied with. Refer to training course brochures on the Australian ADP internet site for further details.

Participant Substitution:

This is free of charge at any time. The substitute attendee must be at an appropriate skill level for the course and comply with the course prerequisites. Written notification of such changes should be provided to ADP prior to attendance.

****** ADP reserves the right to change course schedules, course pricing, discontinue courses, modify course content, limit class size, cancel courses, and refuse entrance to a course. Bookings are confirmed within three business days. In the case of a course cancellation, confirmed participants will be notified (where possible) at least five business days prior to the scheduled course training date.