

Terms & Conditions for Enrolment in Pearsons Commercial Design Certificate Course

Incorporating Certificate III in Retail Floristry (WRF30104)

- 1. Payment:** Pearsons Commercial Design Courses incorporating Cert III in Retail Floristry WRF30104 can be paid in advance or by instalments. Instalments are due 14 days before the commencement of each module. Payment must be received before a student commences a module.
- 2. Deferral of modules:** *Subject to approval by the School Office.* If you elect not to complete all modules consecutively, you may be able to re-enrol at a later date, subject to availability and course structure. If you pre-pay for the course in full and do not receive any refunds, no additional costs will be incurred for delaying a module for a period of 12 months. If you are paying by instalments, the course fees will be subject to the rate applicable at the time you deferred, or the rate applicable at the time you attend the modules, whichever rate is the highest. Students are entitled to one deferral of a module(s) free of charge; each deferral after will incur an administration fee of \$50.00. If, when you re-enrol, PSF has restructured the course, you may be required to sit additional units to complete the course. PSF reserves the right to charge for any additional materials / units.
- 3. Transfer of classes:** *Subject to approval by the School Office,* class numbers and space being available. Students are expected to attend the class for which they originally enrolled. However, Pearsons School of Floristry endeavours to be flexible and will allow class transfers in certain circumstances. Excessive class transfers may incur an administration fee of \$50.00 each. The School will look at each case individually and reserves the right to determine what is excessive. Students changing classes are responsible for ensuring their school results are kept up-to-date with their trainers.
- 4. Workplace Assessment:** Certificate III can only be awarded once the student has proven their competency in the Workplace through Workplace Assessment. There are pre-requisites for Workplace Assessment (full details of Workplace Assessment can be obtained from the School Office).
- 5. Cost for final assessment:** As part of your final assessment you will be expected to purchase your own flowers. PSF recommends a budget of approximately \$100 wholesale.
- 6. Course Changes:** Occasionally it may be necessary to cancel classes or transfer students when enrolment numbers are not sufficient to conduct a class.

If Pearsons School of Floristry changes a course prior to course commencement and a mutually suitable time cannot be found for you, a full refund will be provided, including any deposits. If a class is amalgamated during your course and no mutually suitable time can be found for you, and you have pre-paid for the course in full, you will be refunded for the terms not commenced. If you are paying by instalments, no refund will be given.

Pearsons School of Floristry also reserves the right to change DAY and LOCATION of the classes to suit numbers and room availability.

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7. Refunds for Pearsons Commercial Design Course: Our refund policy is non-negotiable and only relevant to students who pay up front.

The deposit (\$750.00) is non-refundable and non-transferable. Enrolments cancelled at least two weeks before commencement will receive a full refund less this fee of \$750.00.

If you have pre-paid for the course and elect not to complete it, you will not be refunded for the 'current term'. The 'current term' is any term that has commenced or is due to commence within two weeks. Terms that are not the 'current term' and have not yet commenced will be refunded as detailed below.

Early Bird up-front payment of \$6450

Term 2	3900	e.g. if a student withdraws from the course at the end of Term 1, they will receive a refund of: \$3900
Term 3	2130	
Term 4	530	

Standard up-front payment of \$6850

Term 2	4150	e.g. if a student withdraws from the course at the end of Term 2, they will receive a refund of: \$2300
Term 3	2300	
Term 4	550	

The value of these refunds brings you in line with students who have paid by instalments.

Students who are entitled to a refund must arrange an Exit Interview with the School Office before receiving their refund.

Refunds will only be paid by cheque or credited to your credit card, depending how the course payment was received. No cash refunds will be provided.

If you choose to resume the course after you have withdrawn for a period of time, your fees will be charged at the rate applicable to the time you attend.

Work Place Assessment fees are non-refundable and non-transferable.

8. **Warranties:** There are no warranties expressed or implied relating to the contents or results of attending a Pearsons School of Floristry course. Pearsons do not guarantee work placement upon course completion.
9. **Photography and student statements:** From time to time, Pearsons will use written statements and photographs of students and their designs taken during class or at industry events for promotional material. If you do not wish to give permission to Pearsons to use such material, please contact the office.
10. **Missing a Pearsons Commercial Design Course class:** Students who know that they are going to miss a class or an assessment should ask their trainer for a Student Request Form to complete. Assessment sessions will not be repeated within a module and a mutually agreeable time for completion must be negotiated. If seven (7) days notice is provided, the student will be permitted to attend a make-up class at another mutually suitable time. If seven (7) days is not provided, additional costs may be incurred by the student, in order for them to complete any assessments or class work.
- If alternative arrangements cannot be made for a missed class, a refund is not available. If a student misses an assessment and has not provided sufficient notification to the School, no alternative class will be scheduled without a doctor's certificate.
- Additional tutorial support sessions are available for a fee.

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11. **Written notification of changes:** Pearsons School of Floristry is required by law to keep comprehensive student records. Any changes to a student's enrolment and study program must be received by the School in writing. This includes any change of information, such as request to defer, notification of absence, a request for a make up class or tutorial, change of course day, course withdrawal, etc.
12. **Anti-Discrimination Policy and Occupational Health and Safety Policy:** The Anti-Discrimination and OH&S policies must be strictly adhered to
13. **Pearsons School of Floristry reserves the right to alter the Terms and Conditions for Enrolment in Pearsons Commercial Design Certificate, without notice.**

Please note: As we are dealing with fresh materials and in order to be fair to all students, these terms and conditions must be strictly adhered to.