

# **Recruitment School - Terms and Conditions**

The following constitute the terms and conditions to which applicants agree when booking any Recruitment School webinar training or e-learning courses (**Terms and Conditions**). Recruitment School reserves the right to review and update these periodically.

## **1. Registration and Booking**

### **1.1 Registration with the Recruitment School (creating an account)**

Before you book onto a e-learning course we require you to register to create an account and provide certain information about yourself. In doing this, you agree to:

- Provide true, accurate, current and complete information about yourself as prompted by the relevant registration form.
- Maintain and promptly update the data we hold by logging into your account and updating via 'My profile'.

### **1.2 Purchasing a e-learning course**

E-learning courses can be purchased via the Recruitment School website. You need to be registered with the Recruitment School before you can do this as you will be required to log in or create your account to complete the process. When you buy an online course, you are automatically enrolled in that course and you can complete it at your leisure.

### **1.3 Prices, discounts and sales taxes/GST**

Pricing is as per the Recruitment School Website. There are no variations to the prices shown. Pricing shown are inclusive of GST and are in Australian Dollars

### **1.4 Payment**

Fees must be paid in full at the point of registering via Recruitment School's secure online payment process. We cannot accept instalments. All major credit and debit cards are accepted. A receipt will be sent to you by email from Recruitment School confirming payment.

Please note that if you do not provide accurate details (including type of card and number) or if your credit card company does not authorise payment, your application will be deemed void. Recruitment School will not accept any liability for costs incurred as a result of applications deemed void in this manner.

Sales taxes (GST) are charged at the applicable rate despite your country of residence

### **1.5 Prevailing terms and conditions**

Please note that this and all other Recruitment School documentation shall not constitute an offer. All services provided by Recruitment School are on the basis of these Terms and Conditions and if you wish to engage any Recruitment School services we shall only provide them if you accept the Terms and Conditions.

## **Learning**

### **2.1 Ownership and intellectual property rights**

All Recruitment School materials, whether on the Recruitment School website or at a Recruitment School training day, are owned by the Recruitment School. All intellectual property rights in all materials available from the Recruitment School, including the design, graphics and text of all printed materials and the audio of all webinars and podcasts, are owned by the Recruitment School. No Recruitment School content may be copied, reproduced, uploaded, posted, displayed or linked to in any way, in whole or in part, without the Recruitment School's prior permission. Any such use is strictly prohibited and will constitute an infringement of the Recruitment School's intellectual property rights.

### **2.2 Behaviour**

The Recruitment School reserves the right to remove any delegate from a training course whose behaviour is deemed inappropriate by the Recruitment School or its trainers. In these circumstances, the Recruitment School will neither refund any fees nor reimburse any other costs.

### **2.3 Trainers**

The Recruitment School shall provide such trainers to present the training course as it, in its sole discretion, deems fit and the Recruitment School shall be entitled at any time to substitute any trainer with any other person who, in the Recruitment School's sole discretion, it deems suitably qualified to present the relevant course.

## **2.4 Liability**

The Recruitment School does not accept responsibility for anyone Recruitment Schooling as a result of information in, or views expressed on, its training courses including course materials. Opinions expressed are those of individual trainers and not necessarily those of the Recruitment School. Participants should take professional advice when dealing with specific situations.

## **2.5 Ownership and intellectual property rights**

All Recruitment School materials are owned by the Recruitment School. All intellectual property rights in all materials available from the Recruitment School, including the design, graphics and text of all printed materials and the audio of all webinars and podcasts, are owned by the Recruitment School. When you are given access to the Recruitment School, you are granted a non-exclusive, non-transferable, revocable licence to use the Recruitment School materials. No Recruitment School content may be copied, reproduced, uploaded, posted, displayed or linked to in any way, in whole or in part, without the Recruitment School's prior permission and you may not allow anyone else to access the Recruitment School via your log-in details. Any such use is strictly prohibited and will constitute an infringement of the Recruitment School's intellectual property rights.

## **2.6 Technology**

The Recruitment School does not warrant that the provision of any content online will always be available or be uninterrupted, timely or error free, that defects will be corrected or that such content is secure or free from bugs, viruses, errors and omissions.

## **2.7 Liability**

The Recruitment School does not accept responsibility for anyone Recruitment Schooling as a result of information in, or views expressed on, its training courses, including course materials. Opinions expressed are those of individual trainers and not necessarily those of the Recruitment School. Participants should take professional advice when dealing with specific situations.

## **3. Cancellation**

### **3.1 Cancellation of an e-learning course**

Once you have booked an e-learning course or package the fee is non-refundable and the booking non-transferrable. If you cancel any e-learning course or package you will not be entitled to any refund, nor will you be able to transfer your place either to another person or onto another e-learning course.