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## Online Professional Learning Terms and Conditions

### **Rescheduling a booking**

- In the event a participant can no longer attend a session, they will need to advise RLA so their booking can be
  - rescheduled to a future workshop, or
  - transferred to another colleague
- The participant or designated colleague will need to attend the rescheduled workshop within 6 months of the original workshop, otherwise the booking will expire.
- To transfer or reschedule a booking please email [office@raisingliteracy.org.au](mailto:office@raisingliteracy.org.au)

### **Cancelling and non-attendance**

- If Raising literacy Australia cancels a session the workshop will be rescheduled in consultation with the participants.
- Failure to attend on the day of a professional learning session, without advising RLA will result in no refund or credit.
- On notifying RLA of your inability to attend the session on the day you will be given the option to reschedule. No refund will be given.

### **Overdue Invoice/s**

- If your invoice becomes 28 days overdue Raising Literacy Australia reserves the right to refer your account to a debt collection agency/or law firm.
- In the event where your overdue account is referred to a debt collection agency and/or law firm, you will be liable for all costs which would be incurred as if the debt is collected in full, including legal demand costs.

For further clarification on our terms and conditions, please email: [office@raisingliteracy.org.au](mailto:office@raisingliteracy.org.au)