



Centre for Environmental Training

Payment Terms and Conditions

Places on training courses are not guaranteed until payment has been received.

Payment may be made by electronic transfer into our bank account (details below) or by credit card. Please note, a 2.6% surcharge applies to credit card payments and is non-refundable.

The Centre for Environmental Training is the training arm of Whitehead & Associates Environmental Consultants Pty Ltd.

Bank: Commonwealth Bank of Australia

Account Name: Whitehead & Associates Environmental Consultants Pty Ltd

Please ensure that your Tax Invoice No is entered on your electronic transfer to show on our bank statement.

The Centre for Environmental Training is a small business as defined by the NSW Government. The NSW Government 30 day payment policy applies; penalty interest will be payable where payment is not received within the specified time period.

Certificates of completion will be issued following the course and once payment is received.

Cancellation/Transfer

If you are unable to attend a course you have registered for, you will need to advise us of cancellation at least 14 days prior to the course *otherwise no refund will be provided*.

A full refund will be given where notice of cancellation is given more than 14 days before the course.

A 10% administration charge is applicable to all course transfers due to illness/non-attendance.

Participants are asked not to attend a course if they are unwell, are waiting for the results of a COVID 19 test or have been told by NSW Health or other State Health Department to physically isolate. Course registration can be transferred for the same course to another person from the same organisation at no cost, or to a later course, in which case a 10% administration charge will be made.

In the event of a directive by NSW Health or other State Health Department which means that a course cannot proceed at the advertised location, on the scheduled dates, participants will be transferred to a later course at no cost.

Late Registrations

If your registration is received in the 14 days prior to any training course, please contact us to confirm there are places still available and that full course fees will be paid promptly to secure your place.