

# ROYAL ACADEMY OF DANCE

## Continued Professional Development Australia

### Terms and Conditions

#### FEES

1. All fees above are inclusive of GST (ABN 88 132 361 256).

#### GENERAL TERMS AND CONDITIONS

1. All applications and payments will be processed in order of receipt.
2. Correspondence will be sent primarily via email, to the email address registered upon booking. If the email address is incorrect, RAD cannot be held responsible for missed or misdirected email communications.
3. Order confirmation will be sent to you via TryBooking and this confirms receipt of your place on the course.
4. Online bookings are for one attendee only.
5. CPD activities are designed for teachers (members or non-members) and open to RAD Faculty of Education students.
6. All participants must be aged 18 and over.
7. Any CPD value that an activity may carry is awarded in accordance with the Rules and Regulations of the RAD CPD Scheme.
8. Any CPD value accrued cannot be transferred between applicants.
9. Any recording or photography is strictly prohibited. Activities will not be recorded.
10. When participating in practical activities, you are participating at your own risk and should only do those activities that you consider safe for your own body.
11. The RAD reserves the right to amend these Terms and Conditions without prior notice.

#### TRANSFERS AND REFUNDS

1. Applications are non-transferable.
2. Refunds will only be issued for participants who withdraw due to illness. Withdrawal for this reason at any time before the activity starts will receive a 90% refund upon receipt of medical evidence. All requests must be sent in writing to [cpd@rad.org.au](mailto:cpd@rad.org.au). Date of receipt will be the date on which the email is received by the CPD department.

#### CANCELLATIONS AND CONTENT

1. The RAD reserves the right to cancel, reschedule, change the format or tutor of the activity where necessary. This includes where minimum participant numbers have not been reached. The RAD will endeavor to provide as much notice as possible via email.
2. In instances of cancellation or rescheduling, participants will be offered a full refund or transfer of booking to the rescheduled date.

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3. The RAD does not accept any consequential loss and will not have liability to reimburse any other costs that may have been incurred such as travel and accommodation.
4. The information in this and other printed or electronic brochures/notices is correct at the time of print or going online.

## **CERTIFICATES**

1. Full attendance of the activity is required to receive a certificate of completion and the allocated CPD hours.
2. All activities' certificates (with the exception of Examination Feedback sessions) will be issued within 4 weeks of completion, via email, to the email address registered when booking.
3. Examination Feedback session certificates will be issued periodically throughout the year.
4. Certificates must be provided should proof of mandatory CPD hours be requested.

## **DATA PROTECTION STATEMENT**

The Royal Academy of Dance Group of companies provides dance training, dance notation, dance teacher education and dance assessment services to a range of customers. It holds contact details to enable it to provide customers and members with information on membership, programmes of study and courses, conferences, events and activities, and related products and resources that might be of interest. In providing us with your contact details you give us permission to contact you in relation to the business of the Academy, and we will not disclose your information to any third parties except where legally required to do so.

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