

## **TDT Training Australia's Course Fee's & Payment Terms & Conditions**

### **DEPOSITS & PAYMENTS**

- **Weekday Bookings:** A deposit (varied amount depending on course cost) will be due no less than one week prior to course or booking commencement, with the balance being due upon course or booking commencement.
  - **Weekend Bookings:** A deposit (varied amount depending on course cost) will be due no less than two weeks prior to course or booking commencement, with the balance being due one week prior course or booking commencement (with exception to bookings of a cost greater than \$1,000.00).
  - **Bookings Over \$1000.00:** Maximum deposit of up to **\$1000.00** or specified deposit amount is preferred upon booking confirmation or at least one week prior to course commencement, with the balance being due upon course commencement
  - **Account Holder (Debtor) Bookings:** An invoice will be generated for the total course or booking fee upon course booking confirmation, with payment expected in accordance with agreed trading terms. *TDT Refund Policy and TDT Additional Fees apply C see below*
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### **TDT REFUND POLICY**

- Clients making **cancellations** 3 or more business days (72 hours or more) prior to a course or booking commencement will be entitled to a full refund/credit less a \$195.00 booking/administration fee.
- Clients making **cancellations** less than 3 business days (less than 72 hours) prior to a course will forfeit the deposit payment paid to TDT Training.
- In the event where a client is unable to attend their course due to **medical reasons**, a medical certificate will need to be provided to TDT whereby the client will be entitled to a full refund/credit less a \$100.00 booking/administration fee.
- **NO REFUNDS SHALL BE GIVEN AFTER A COURSE HAS COMMENCED.**

### **TDT ADDITIONAL FEES**

- Clients making **alterations** 3 or more business days (72 hours or more) prior to a course or booking commencement will incur a \$50.00 booking/administration fee.
- Clients making **alterations** less than 3 business days (less than 72 hours) prior to a course or booking commencement will incur a \$250.00 reschedule fee.
- Clients that **fail to attend** a confirmed course or booking will forfeit any deposit paid to TDT Training Australia.
- An additional 10% of the course fee will apply to any course or booking scheduled for a weekend (*Saturday or Sunday*)
- In the event where a client is unable to attend their course due to **medical reasons**, a medical certificate will need to be provided to TDT whereby TDT will hold your course deposit / full payment or invoice and reschedule your booking to a later date. A rebooking fee of \$50.00 will apply.
- Clients that require retesting for any course/assessment additional fees will apply.

#### **Alternatively**

- Clients that fail to attend a confirmed course or booking will forfeit the full amount of the paid / invoiced course or booking fee.
  - If a **MEDICAL CERTIFICATE** is not provided clients will forfeit the full amount of the paid / invoiced course or booking fee.
  - If a client misinforms TDT relating to their medical history and as a consequence their course is cancelled on the date of the booking the client will forfeit the full amount of the paid / invoiced course or booking fee
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**Recognition of Prior Learning** - (*Applies to all Applicants*) Participants possessing workplace knowledge, skills and experience relevant to the unit of competency of study may gain advanced standing through Recognition of Prior Learning (RPL). For further information you should request a copy of the RPL policy and application form from TDT Administration. A fee for RPL will apply.

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#### **Medical History** - (*Applies to all Heavy Vehicle*)

If you are currently taking prescribed medication or have a physical disability, you are required by VicRoads legislation to obtain a VicRoads medical clearance. If a medical clearance is not obtained prior to the commencement of the course, you will not be able to participate in the training program and will forfeit the course fee (see above). If a medical clearance is obtained a copy must be provided to TDT at least 2 weeks before course date where possible.

This includes: (1) Eyesight or hearing defect, (2) Dizziness, Blackouts, (3) Epilepsy, Diabetes, (4) Psychiatric or Mental Illness or (5) any medical condition or other disability which may affect your driving ability.

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#### **Alcohol / Drug Policy** - (*Applies to all Applicants*)

Any applicant attending a course or booking conducted by TDT Training Australia under the influence of Alcohol and or illegal Drugs will not be permitted to participate in any training or testing and will forfeit the full amount of the paid course or booking fee.

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#### **Primary Proof of Identity** - (*Applies to all Applicants*)

- A current Australian passport in the applicant's name, or one not expired by more than 2 years
- A current overseas passport
- A current Police Force Officer or Defence Force photo identity card
- A birth certificate or extract issued by the Registrar of Births, Deaths and Marriages or equivalent if issued elsewhere
- An Australian Naturalisation or citizenship document
- A current or expired by no more than three years:  
Australian photo driver licence, Australian photo learner permit, Australian Defence Force photo licence.

#### **Secondary Proof of Identity** - (*Applies to all Applicants*)

- A current or expired by no more than three years:  
Australian photo driver licence, Australian photo learner permit, Australian Defence Force photo licence.
- A current Medicare card, Pensioner Concession card, Dept. of Veteran's Affairs card, Health care/Concession card, Credit card or account card issued by bank, building society or credit union.
- A passbook or account statement up to one year old.
- A telephone, gas or electricity bill up to one year old.