

Training Course Professionals

RSA PRECOURSE INFORMATION

Time to Arrive:

You must arrive 15 minutes before the scheduled start time for registration and ID check.

All courses close for entry 10 minutes after the scheduled start time. If you are more than 10 minutes late you will not be admitted and a rescheduling fee of 50% of the full course fee applies to book another course.

Breaks Provided

What to Bring:

§ Valid Photo ID (eg. Passport, Drivers Licence or RTA Photo Card) are required for entry.

§ Black pen

What to Wear:

Comfortable clothing.

Further Assistance:

Training Course Professionals provide access to learning support services and resources to assist participants to achieve the course learning outcomes (eg. Interpreter services). If you need access to these services please contact the centre manager prior to the course date.

Booking Conditions:

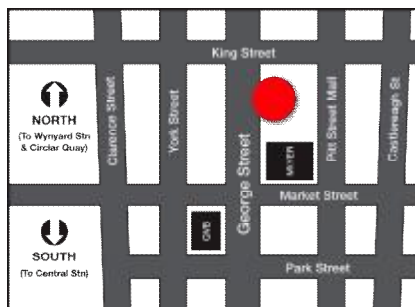
- If you fail to attend, the course fee is non refundable.
- If you are sick on the day of the course and can support this with a medical certificate you will be rescheduled within 2 weeks at no extra charge.

- If you need to reschedule your course date a minimum 48 hrs notice is required and a \$10 rescheduling fee applies. Less than 48 hrs notice to reschedule, will incur a rescheduling fee of 50% of the full course fee.
- If you are more than 10 minutes late or don't have the correct identification you will not be admitted into the course and a rescheduling fee of 50% of the full course fee will apply.
- If you need to cancel the course a minimum of 48 hrs notice is required. A \$20 cancellation fee per course will apply.
- Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.
- All courses must be completed within 3 months of the original booking date.

General Refund Policy:

- No postage fees will be refunded.
- If a class is cancelled by TCP at any time, participants have the option of rescheduling to the next available date or receive a full refund of the course fee paid. No further monies will be paid for any other expenses the participant has or may incur.
- If you cancel your course the cost of the course material provided to you by TCP will be deducted from your refund.
- Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.
- If your refund is approved, monies will be returned to you only by the means in which it was paid.
- If the course fee was paid by a third party, the third party will be refunded the course fee.
- No refund or exchange will be given for any goods purchased from TCP unless they are proven to be faulty.

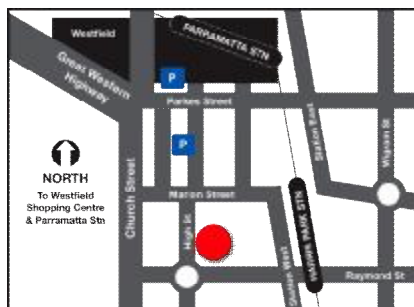
PUBLIC TRANSPORT INFORMATION: CALL 131 500 WWW.131500.INFO



SYDNEY CITY

7th Floor, Dymocks Building
428 George Street Sydney NSW 2000
Tel: (02) 9232 1010

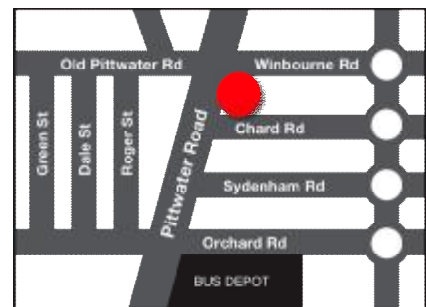
Located in the building above Dymocks book shop
next door to Myer



PARRAMATTA

57 - 59 High Street
Harris Park NSW 2150
Tel: (02) 9687 7203

Located 1 block east of Church Street
(Auto Alley)



BROOKVALE

1st Floor, 682 Pittwater Road
Brookvale NSW 2100
Tel: (02) 9905 5900

Located opposite the Brookvale Hotel