

## Anti-Discrimination Commission Training Cancellation Policy

### Cancellation – Public Training Program

This policy applies to participants of the public training program.

- Cancellations received more than 7 working days prior to commencement of the course will be free of charge.
- Cancellations received less than 7 working days prior to commencement of the course will be charged the full fee.
- Cancellations should be provided in writing by email to:
  - [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au)

### Substitution of another participant in a public training program

- Substitutions may be made at any time up to the commencement of the course by calling the Anti-Discrimination Commission on 08 8999 1444 or by email to: [antidiscrimination@nt.gov.au](mailto:antidiscrimination@nt.gov.au)

### No shows

- Enrollees who do not attend the class will be charged the full fee. Enrollees who do not attend due to sickness may be transferred to another course upon receipt of a doctor's certificate or receive a refund.

### Courses cancelled by the Anti-Discrimination Commission

- In the event a course is cancelled by the Anti-Discrimination Commission all enrollees will be notified and be offered a place on the next available program.

### Cancellation – Customised Training

- Cancellations received more than 7 working days prior to commencement of the course will not incur a course fee. In the circumstance where non-refundable travel expenses or other expenses have been incurred by the Anti-Discrimination Commission the costs will be charged to the organisation as required.