



## 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

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

### 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.