



The Commercial Communications Council (Comms Council)

Terms and Conditions

Professional Development Courses/Seminars/Workshops

Payment Terms, Refund Policy, Non Attendance, Privacy

Terms of Payment

This page includes the relevant information surrounding terms of participation for any of service based product offered by the Comms Council. Please read these terms of use carefully before you decide to purchase training with the Comms Council.

Overview

Attendance to any training event conducted by the Comms Council is subject to all outstanding funds being cleared prior to the course delivery date.

To confirm your booking you will need contact the Comms Council directly, at which time a Comms Council assistant will process your booking, and will provide you with the appropriate documentation to support your booking via email.

The Comms Council will make every effort to ensure that your allocated course will take place on the relevant date and time originally specified within your booking confirmation, but where this is not possible, the Comms Council reserves the right to alter the date, time and location, provided that the Comms Council gives the delegate considerable notice of any such change(s) as soon as is reasonably possible.

Once a registration has been received by the Comms Council, you will receive an invoice for the course within 5 working days. Confirmation of your place on such course shall be deemed by way of payment.

Should the Comms Council be required to cancel a course for whatever reason, you shall be refunded the course fees in full. No other associated costs incurred by the participant shall be passed onto the Comms Council and shall remain the liability of the participant.

Services & Pricing Information

The Comms Council offers a number of courses which vary in price. Details can be obtained from the Comms Council website;

www.commscouncil.nz

Refund/Cancellation Policy

In the event that you wish to cancel any training session that you have booked through the Comms Council the following applies:

- If you are unable to attend a booked event, a substitute attendee may be sent as a replacement (subject to approval).
- If you wish to cancel more than 14 working days before the start of the event we will refund the cost of the ticket or fee minus 50%.
- If you wish to cancel less than 14 working days before the start of the event, no ticket fee will be refunded.
- If you wish to cancel after the event has started, no ticket fees will be refunded.

All cancellations or postponements must be notified in writing to the Comms Council Industry Development Manager.

Non-attendance

Non-attendance of any event due to illness, or for personal or professional reasons does not provide the right to refunds, or a transfer to another event.

Privacy Policy

The Comms Council is committed to protecting and respecting your privacy. The Comms Council may collect information surrounding information of a personal nature (Name, Company, Title etc) for the Comms Council database for industry communications only.

The Comms Council is an independent entity that does not deal with any third parties, all information collected is stored at the Comms Council for internal purposes only and will endeavour to remove you from our record should we receive written request.

The Comms Council is a not for profit association registered at the New Zealand Companies Office (Reg'n Number 216595).