



## Company Directors and Corporate Governance Program

### TERMS and CONDITIONS

#### 1. DEFINITIONS

**Course** means the core and elective subjects in the Program as amended from time to time.

**Participant** means each person or organisation that has enrolled in the Course or any part thereof.

**Program** means the online Company Directors and Corporate Governance program as amended from time to time.

#### 2. ENROLMENT

Enrolment in the Directors Online Program is completed using the Online Enrolment system available at <http://www.directorsonline.com.au>.

Gradschool.com reserves the right to impose a limit on the number of Participants admitted to each Course within the Program.

While Gradschool.com may provide Participants with assistance and advice, it is each Participant's responsibility to ensure that the Courses selected meet the program rules and requirements and that they have enrolled correctly.

Gradschool.com take no responsibility for error in course selection, or failure to complete the necessary enrolment procedures.

#### 3. PAYMENT OF FEES

Fees need to be paid in full for the particular course option selected and enrolment will not be complete until payment has been received.

Gradschool.com reserves the right to refuse permission to enrol or to withhold Course results for any Participant who is indebted to Directors Online.

A full schedule of fees can be found on the Directors Online website at <http://www.directorsonline.com.au>

#### 4. DISTRIBUTION OF COURSE MATERIALS

Gradschool.com will distribute course materials to the shipping address nominated during the Online Enrolment process.

Gradschool.com is responsible for all costs associated with the delivery of materials to the nominated shipping address. Should Gradschool.com receive

advice of a change of address after Course materials have been dispatched, any redirection costs will be the Participant's responsibility.

## **5. REFUND AND TRANSFER POLICY**

### **A. For those who enrol in a single course:**

1. Withdrawal before dispatch of course material – full refund
2. Withdrawal after dispatch of course material but before commencement of course – refund minus \$150 plus GST
3. Withdrawal after dispatch of course material, and after commencement of course – no refund

### **B. For those who enrol in the program:**

1. Withdrawal before dispatch of course materials – full refund
2. Withdrawal after dispatch of course material, but before commencement of one or more courses – refund minus \$150 plus GST for each course that has not commenced
3. Withdrawal after dispatch of course materials, but after commencement of one or more courses – no refund for courses that have commenced; refund minus \$150 plus GST for each course that has not commenced

### **C. For those who wish to transfer enrolment:**

1. Transfer of enrolment from a course offered in one time period to the same course in another time period, but before commencement of the first time period – no transfer fee
2. Transfer of enrolment from a course offered in one time period to the same course in another time period, but after commencement of the first time period – no transfer fee; no refund for any subsequent withdrawal
3. Transfer of enrolment from a course to a different course, but before commencement of the first course – \$150 plus GST transfer fee
4. Transfer of enrolment from a course to a different course, but after commencement of the first course – no refund for first course; full payment for second course

## **6. COMPUTER EQUIPMENT**

Participants are responsible for ensuring that they have the necessary computer equipment and internet access

## **7. TIMETABLE**

Directors Online reserves the right to alter the timetable at any time prior to the commencement of a Course.

## **8. PLAGIARISM**

Any assessments submitted may be checked for plagiarism including through an electronic system and be held in the plagiarism database for future matching purposes. Participants must familiarise themselves with the Gradschool.com's Plagiarism Policy and the relevant Participant discipline policies. These are available on this website at <http://www.directorsonline.com.au>

## **9. PRIVACY**

Gradschool is obliged to comply with the National Privacy Principles. Directors Online's Privacy Statement is provided at <http://www.directorsonline.com.au>. By enrolling in a Course, each Participant consents to use of personal information about the Participant in accordance with the Privacy Statement. The Participant can revoke this consent at anytime by so notifying Gradschool.com.

## **10. COMPLAINTS AND DISPUTES**

If there is a discrepancy between the result that you think you should have received and the result that appears on your transcript, please [enquiries@directorsonline.com.au](mailto:enquiries@directorsonline.com.au)