

# Late Cancellation Policy

## Cancellation and Reschedule Policy for Forklift Operator Training

To maximize the effectiveness of our Forklift Operator Training courses for trainees and to comply with regulations set by the Department of Labour, RT Equipment limits the number of trainees to ten positions per training.

Each course requires the allocation of a Trainer and resources and the relevant refreshments are booked in advance. To create transparency in the occasion that a cancellation is necessary, we forward this policy for your information and acceptance.

- Substitutions of trainees may be made at any time at no charge.
- Cancellations/Rescheduling requests received four or more working days prior to the course date will not incur a late fee.
- Cancellation/Rescheduling requests received three or less working days prior to the course date will incur the following late fees.

**Two Day Course:** \$100.00

**One Day Course:** \$ 70.00

**Half Day Course:** \$ 50.00

*\*Prices exclude GST*

RT Equipment reserves the right to cancel or reschedule training courses at any time due to unforeseen circumstances. In this instance you will be contacted to reschedule in the next available offering of the course as is suitable for the trainee, or obtain a full refund. The terms stipulated in this contract are deemed to be accepted with any bookings made after the 1<sup>st</sup> January 2016.