

# ADCQ training fee for service guidelines

# Current until June 30, 2016 (Prices include ten per cent GST)

The following guidelines apply to charges for the provision of training:

# Private training (at client premises)

* Training delivery (per hour) $ 227.00
* Product tailoring/extra preparation time (per hour) $ 227.00
* Travel/downtime (per hour) if travel time exceeds: $ 65.00
* Two hours in total from the Brisbane office OR
* One hour in total from a regional office

**Private training - payment, cancellation and refund policy**

* Bookings are confirmed by acceptance of the Commission quote detailing costs, time and course details.
* A non-refundable 10% deposit is required at the time of booking confirmation for all contracts totaling $4000 or greater. This deposit will be deducted from the final invoice.
* Invoices are sent out when training is completed (payment is net 30 days).
* Cancellations giving:
* more than two weeks’ (10 business days) notice will not be charged for tuition fees.
* more than two business days’ but less than two weeks’ (10 business days) notice will be invoiced for 50% of the tuition fee.
* less than two business days’ notice will be invoiced for 100% of the tuition fee.
* Travel or accommodation costs incurred by the Commission associated with cancellation will be billed in full.

# Public courses (at ADCQ premises)

* Half day training session (up to 4 hours of presentation) $183.00
* One day training session (up to 8 hours of presentation) $366.00

# Public courses - payment, cancellation and refund policy

* All bookings should be made by completing the course registration form. Phone bookings are tentative until payment has been received.
* Registrations will be confirmed only when payment has been received.
* Payment should be received one week (5 business days) prior to the course.
* If the nominated person cannot attend, a substitute participant is welcome.
* If a booking is cancelled and payment received more than one week (5 business days) prior to the course:
* providing at least one weeks’ (5 business days) notice, a full refund will be made.
* providing less than a week’s (5 business days) notice but more than two business days’ notice will receive a 50% refund.
* providing less than two business days’ notice will not be refunded.
* Participants may transfer their registration to another course during a twelve month period, as long as a weeks’ notice is given. As prices change for each financial year, an increase may occur after June 30 for transferred registrations.

**Not for profit groups**

A discounted fee for training is available for small, not for profit groups. If you believe your agency may be eligible for a fee reduction please contact an ADCQ training officer to discuss your fee.