

# Exercise & Sports Science Australia Professional Development Terms & Conditions



***Upon registering for any of ESSA's Professional Development, you automatically agree to the below terms & conditions***

## **Confirmation**

You will receive a confirmation via email within 5 working days of your registration and payment being received by ESSA. If you do not receive a confirmation letter, please contact ESSA on 07 3171 3335 or email [education@essa.org.au](mailto:education@essa.org.au)

## **Registration Fees**

All registration fees are listed within the marketing material and registration forms for each professional development.

Definitions:

*ESSA Member:*

Applicable to all current financial ESSA members.

*Non-Member:*

Applicable to anyone, including accredited persons, who are not current financial ESSA members.

*ESSA Student Member:*

Applicable to any ESSA Student Member, or current financial full ESSA member and a full time student (within our scope of practice at university institution). If full member, please complete the manual form and provide a copy of your student ID. Without this information, the member rate will apply.

*Student Non-Member:*

Applicable to any full time students, studying within our scope of practice, at a university institution, who are not members of ESSA. Student ID required.

## **CPD Points**

*Face to Face:*

Full attendance of nominated face to face workshop is required to claim the applicable CPD points. A certificate of attendance will be provided to the delegate at the conclusion of the workshop, either via hard or soft copy.

*Webinars:*

Delegate must be logged in within 15 minutes of the published starting time of the webinar, with a minimum attendance of 75 minutes to receive the applicable CPD Points. A certificate of attendance will be provided to the delegate at the conclusion of the webinar soft copy.

*Podcasts:*

Delegate must successfully complete the assessment within 60 days of registration. An 80% pass mark is required. A certificate of completion will be provided to the delegate at the confirmation of successful completion via soft copy.

## **Audience Disclaimer**

All accredited persons, regardless of any professional development completed/attended must refer to their accreditation's Scope of Practice, and only treat/practice within the same.

### **Payment Policy**

- All Professional Development must be fully paid before registration is confirmed
- Payment can be made via Australian cheque, direct deposit or credit card (Visa and MasterCard only)
- All payments made via credit card will incur a non-refundable 1.5% merchant fee
- To receive the earlybird rate, registration with payment must be received by ESSA by the nominated date. If payment is not received by this date, your registration fee will automatically be amended to the standard rate.

### **Cancellation Policy**

If you wish to cancel to registration to any course, written notice must be provided to ESSA at [education@essa.org.au](mailto:education@essa.org.au). Cancellation fees are below (based on the day of written notification):

#### *Face to Face:*

30 days prior to workshop:	Full refund provided
29 – 15 days prior to workshop:	25% of your registration fee or \$50.00 whichever is greater
14 – 0 days prior to workshop:	100% of registration

#### *Webinars:*

15 days prior to webinar:	Full refund provided
14 – 4 days prior to webinar:	25% of your registration fee
3 – 0 days prior to webinar:	100% of registration

#### *Podcasts:*

No refunds are applicable

### **Substitution Policy**

Substitutes/Replacements are welcome for all ESSA professional development, with the exception of Podcasts. A minimum of 3 working days' notice is required providing full details of substitute attendee. Please forward information to [education@essa.org.au](mailto:education@essa.org.au).

### **Registration Numbers**

All of ESSA's professional development have a strict maximum number. Once this number is reached, no further registrations will be accepted. A waitlist will be offered if this occurs.

If insufficient registrations are reached ESSA reserve the right to cancel any course and 100% of your registration fee will be refunded. ESSA take no responsibility for any additional costs incurred by the delegate.

### **ESSA Conference or Forum**

Please refer to terms & conditions for the ESSA Conference and/or Forum. The terms & conditions for these events are listed and considered separate.

### **Disclaimer**

All terms & conditions are applicable for all professional development held and available from 1 January 2018 to 31 December 2018. All details are correct at time of printing as at 13 December 2017 and are subject to change at anytime without notice.

### **Contact Information**

If you have any queries, please contact:

Exercise & Sports Science Australia  
Locked Bag 4102  
Ascot Qld 4007  
Ph: 07 3171 3335  
Fx: 07 3318 7666  
Em: [education@essa.org.au](mailto:education@essa.org.au)