



School of Politics and International Relations (SPIR) SSPA Course Terms and Conditions

Unless specifically stated otherwise, the following statements apply:

1. School of Politics and International Relations (SPIR) intends to run the program advertised, but reserves the right to change courses and program titles, fees, dates and venues.
2. SPIR reserves the right to cancel a course due to insufficient numbers
3. Online sessions may be recorded and used as educational material
4. Course materials may be retained for Individual use. Course materials must not be distributed or published In any way by attendees

Cancellation by Attendee

1. If you, the attendee, cancel your enrolment before 15 January, we will refund your payment in full
2. If you, the attendee, cancel your enrolment after 15 January, we will offer you a study voucher for use in another SSPA course or In subsequent short courses offered by SPIR

Failure to attend a course

- If you fail to attend your scheduled course, the course fee will not be refunded
- If you fail to attend your scheduled class due to illness and provide a medical certificate SPIR will issue a study voucher for enrolment in a subsequent course offering

Fees and charges

- All fees and charges identified In these terms and conditions and all prices for the courses, products and services include GST where applicable
- We may vary the prices for courses, products and services from time to time without notice. Subject to these terms, we will not Increase the amount payable by you for the relevant course, products, services once your enrolment has been processed
- Discounts must be applied at the point of enrolment. Discounts will not be processed retrospectively

- Course registrations using vouchers Issues by SSPA will expire 12 months from the date of issue.

Payment methods

We accept the following methods for the payment of amounts payable to us in respect of courses, products and services.

- MasterCard
- Visa
- Invoice on request for institutional bookings