

Refunds Policy

Purpose

To ensure workshop participants are made aware of fees, charges and refund policy details prior to enrolment.

Policy Statement

Vidatek will provide refunds to participants on a fair and equitable basis within the guidelines specified under “Refund conditions” below.

Scope

Vidatek management will be responsible for ensuring fees paid in advance are accounted for in a separate financial control centre.

In making a contract to enrol in a course/workshop at Vidatek, you acknowledge and agree:

- The information you provided in your enrolment was complete and correct.
- To pay all fees required on or before the due date as notified in writing by Vidatek or as per the invoice.
- Vidatek reserves the right to accept or reject any application for enrolment at its discretion.
- Refunds are made in accordance with the policy below and full refunds of amounts owed to you will be made within five business days following a decision being made.
- Enrolment fees are not transferable to another institution.
- Vidatek reserves the right to fill any positions in workshops which may have been vacated by a student enrolment cancellation.

Limit of Liability

Vidatek accept no liability for death, illness or injury or loss or damage to personal belongings during the course of the workshop or in transit thereto.

We accept no responsibility for losses or additional expenses due to delay or changes in the services to be provided. We reserve the right to cancel any aspect of the workshop due to exceptional circumstances. In the event we deem in necessary to cancel the workshop we will provide a full refund, which the participants acknowledge as full and final settlement.

Refund conditions

The following table specifies the Enrolment fees to be refunded by Vidatek for workshops delivered in the classroom.

Circumstance / Cancellation timing	Refund amount
Written request to withdraw from a workshop thirty or more days prior to the workshop date.	Full refund (100%)
Written request to withdraw from a workshop between fourteen and thirty days prior to the workshop date.	Partial refund (50%)
Written request to withdraw from a workshop between seven and fourteen days prior to the workshop date.	Partial refund (25%)
Written request to withdraw from a workshop less than seven days prior to the workshop date.	No refund (0%)