

Terms and Conditions – Short and Online Courses

1. COURSE ENROLMENT

- 1.1 All courses are filled on a first come, first served basis.
- 1.2 Enrolment for courses is confirmed upon receipt of invoice.
- 1.3 The student remains liable for any fees due in the event of non-payment by their employer.
- 1.4 Failure to settle any amounts owing may result in debt recovery proceedings. All associated costs incurred will be added to the amount owing plus 2% interest per month from the commencement date of the course.
- 1.5 It is MA policy that no soft copies of course material or PowerPoint presentations be distributed to the course participants.

2. CANCELLATION BY MARKETING ASSOCIATION

- 2.1 Short Courses require a minimum number of registrations and are dependent on tutor availability for content delivery. The Marketing Association reserves the right to cancel a course or to change the date, time or venue of any course.
- 2.2 The content and delivery method of courses may be adapted without notice.
- 2.3 If a course is cancelled by the Marketing Association, or if rescheduled course dates do not suit the registrant, all fees paid will be refunded in full or a credit issued.
- 2.4 From 11 May 2020, credits can only be used for a maximum period of 8 months from the date accrued. Credit can be applied to Events, Membership and traditional face-to-face workshops (only). Credit cannot be applied to online courses due to contractual obligations.
- 2.5 The Marketing Association is not responsible for travel or related costs incurred by attendees.
- 2.6 The Marketing Association may suspend or cancel a registration if false information has been supplied. Under such circumstances the amount to be refunded (if any) is at the sole discretion of the Director – Learning and Development.

3. CANCELLATION BY ATTENDEE

- 3.1 Cancellation of enrolment must be received in writing via the email address: educate@marketing.org.nz
- 3.2 A substitute attendee may be enrolled at least two days in advance of commencement by writing via the email address: educate@marketing.org.nz.
- 3.3 Any Short Course cancellations will be subject to the refund table outlined below.

3.4 The Marketing Association will not be liable for any expenses incurred by attendees.

4. REFUND TABLE

Due to the instant nature of access to online courses, no refunds apply.

Working days prior to the commencement of the course	Refund %
After commencement	0%
5 days or less	0%
6 - 10 (working) days	50% (Less 15% Cancellation Fee)
11 – 19 (working) days	70% (Less 15% Cancellation Fee)
20 (working) days or more	100% (Less 15% Cancellation Fee)

5. CROWD RELEASE CONSENT

By attending a Marketing Association (MA) event/course you enter an area where photography, audio and video recording may occur.

By entering the event premises, you consent to any interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for promotional purposes, news, inclusion on websites, social media, or any other purpose by the MA and its affiliates and suppliers. Images, photos and/or videos may be used to promote similar MA events in the future, highlight the event and promote the work of the MA.

By entering the event premises, you waive all rights you may have to any claims for payment or royalties in connection with any use of these materials.