

Terms and Conditions – Group bookings

By enrolling a group into a Sydney Uni Sport & Fitness (SUSF) First Aid or CPR course, you acknowledge that you have read and agree to the terms and conditions below.

Payments and bookings

By booking in a group you are agreeing to commit to the number of participants booked. The group booking will be invoiced at the time of enrolment in order to secure a booking.

1. A transaction fee may apply to any bookings not paid via invoice.
2. If utilising a discount, failure to produce a membership or student number at the time of enrolment may result in the full charge being applied
3. SUSF does not accept responsibility for any items lost or stolen in and around the course venue, this includes items placed in bags or lockers.
4. If enrolling in a course, you understand that you are required to complete the online pre-course work prior to attending the course.
5. In enrolling in a course, you understand that you are required to be able to complete 2 minutes of adult CPR on a manikin on the floor as part of the practical assessment.

Refunds and cancellations

No refunds will be given for any changes in personal circumstances or for a change of mind.

1. If a booking is changed more than 5 business days prior to the course date, a transfer fee will not be applied and, subject to availability and at the absolute discretion of SUSF, you may transfer onto another available course.
2. If a booking is changed or cancelled within 5 business days prior to the course date course fees will be forfeited at the absolute discretion of SUSF.
3. In the event of a no-show (more than one hour late to the course) course fees will be forfeited at the absolute discretion of SUSF.
3. In the case of serious illness or misadventure, a medical certificate or statutory declaration will be required. At the discretion of SUSF, a free transfer into another course will be issued, where available.
4. In the event of low enrolments or unforeseen circumstances, SUSF reserves the right to cancel a course. SUSF will notify participants 3 days prior to the course date.
5. Any person who arrives more than 15 minutes late may be unable to participate in the course. In this case, the person will need to contact SUSF and transfer to the next available course. A \$25.00 transfer fee will be applied.

Certificates

Certificates for Apply First Aid and CPR will be emailed within 2 business days of the course ending, to the email address used when booking.

A hard-copy certificate or wallet card is available for purchase at the time of booking. Replacement certificates are available via email. SUSF is not responsible for any lost certificates.

Release

In enrolling into a course, you agree that SUSF is not responsible for any injury or loss caused by or to a person whether bodily or to property arising from the activities of SUSF, its servants, agents or employees or from any person's alleged or actual acts, omissions, negligence or other event. By enrolling, each person accepts that when participating in a course they do so on the voluntary assumption of risk on their own behalf. Participants are encouraged to make SUSF aware of any

ailments or injuries they have prior to beginning the course that may impact on their ability to participate in the course.

Privacy Statement

SUSF (ABN 96 121 520 371) and its related or affiliated entities (including all affiliated clubs and programs) may collect personal information and health information from you in accordance with the Privacy Act 1988 (Cth) and other applicable privacy laws.

SUSF may collect personal information about you including CCTV footage and photographs. By signing these terms and conditions, you consent to SUSF:

- a) Collecting health information about you, including and medical, behavioural or additional needs or allergies that you have; and
- b) Using your personal information in order to contact you about our brands, products, services, special offers, promotions, newsletters, online surveys, fundraising campaigns, alumni events, news and competitions.

SUSF collects and uses personal and health information about you in order to:

- Provide you with services, operate our facilities and clubs, run our business and operations and fulfil our obligations;
- Communicate and manage our relationships with you;
- Maintain and update our records; conduct marketing activities;
- Carry out market data analysis, prevent or detect fraud or abuses, enable third parties to carry out functions on our behalf;
- Maintain and develop our business systems;
- Assess you readiness for physical activity/exercise, ability to participate in programs, general welfare and to provide you with medical treatments as required.

We may also use photographs of you for publicity and advertising purposes.

SUSF may disclose personal information about you to:

- Related entities and affiliates of SUSF (including clubs);
- IT system administrators;
- Medical and health providers who provide services to SUSF members or users of SUSF's services or facilities;
- Third party service providers and credit reference agencies or debt collection agencies if you default on payments due to or obtain payment from you.

SUSF is not likely to disclose any personal and health information about you to overseas recipients.

You are able to request access to personal and health information held by SUSF about you and seek correction of such information. Please refer to the SUSF Privacy Policy on the SUSF website for information on how to do this. You can also refer to the Privacy Policy for information on how to complain about a breach of the Australian Privacy Principles by SUSF and how SUSF will deal with such a complaint.

If SUSF is not able to collect the personal and health information set out above, we may not be able to process your enrolment form, allow you to participate in First Aid or CPR courses, deal with your enquiries or engage in the activities listed above.

Please feel free to contact SUSF on 9351 4960 or at admin@sport.usyd.edu.au if you have any questions about privacy. Also refer to our privacy policy on the SUSF website for more information.

