



By enrolling 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

Group bookings are non-refundable and will be invoiced at the conclusion of the course. By making a group booking you are committing to the number of participants booked. If you wish to add participants a \$25 admin fee may apply.

The minimum number of course participants for group bookings are as follows:

- Minimum 15 x Cardiopulmonary Resuscitation (HLTAID009) course participants
- Minimum 10 x First Aid (HLTAID011) course participants
- Minimum 10 x Emergency First Aid in an Education and Care Setting (HLTAID012) course participants

Group bookings will be invoiced for the number of attendees, or the minimum number of course participants (outlined above) – whichever is greater.

Courses may be held on University of Sydney Camperdown campus at no additional cost. In the event a course is to be held at a customers preferred location, a \$100.00 additional fee will apply.

1. 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.
2. If enrolling in a course, participants understand that they are required to complete the online pre-course work prior to attending the course.
3. In enrolling in a course, participants understand that they are required to be able to complete 2 minutes of adult CPR on a manikin on the floor as part of the practical assessment.

RELEASE

By enrolling, 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 Sydney Uni Sport & Fitness, 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 seek medical advice from their doctor before enrolling in any course which may result in physical injury.

REFUNDS AND CANCELLATIONS

In the event a booking is cancelled 10 business days prior to the scheduled course date, no fee will be charge.

If a booking is cancelled less than 10 business days before the scheduled course date, an administration fee of \$100.00 will be charged.

Any person who arrives more than 15 minutes late may be unable to participate in the course.



CERTIFICATES

Certificates for courses will be emailed within 2 business days of the course concluding to the email address used when booking. Replacement certificates are available via email. SUSF is not responsible for any lost certificates.

BEHAVIOURAL GUIDELINES AND ACTIONS

All participants have the right to be involved in a positive environment, maintaining positive relationships throughout. Bullying, inappropriate comments or touching of any kind will not be tolerated. The health, safety and wellbeing of all participants and staff is paramount. All participants must follow safety guidelines and instructions given by course instructors and any member of SUSF staff. Should a participant feel their rights are not being maintained, they should contact the Education team at education@sport.usyd.edu.au who will begin an investigation as soon as possible.

SUSF reserves the right to terminate or refuse registration if there is a breach of the Course Behaviour guidelines. Any costs incurred as a result of damaged property will be charged to the participant. No refund of the program fee will be provided to participants removed for behavioural reasons.

PRIVACY STATEMENT

SUSF (ABN 45 634 542 644) and its related or affiliated entities (including all affiliated clubs, programs and competitions) 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 agreeing to 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 your 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.

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, allow you to participate in SUSF activities or deal with your enquiries.

Please feel free to contact SUSF on 1300 068 922 or at education@sport.usyd.edu.au if you have any questions about privacy. Also refer to our privacy policy on the SUSF website for more information.