

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**

Payment must be made in full at the time of enrolment in order to secure a booking. A receipt confirming the details of the booking will be sent after the payment has been confirmed. Please retain your receipt as proof of registration. A transaction fee applies to all bookings. Please choose carefully as we do not refund / credit, unless the course is cancelled. SUSF accepts no responsibility for any changes in personal circumstances or work commitments.

1. 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.
2. 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.
3. If enrolling in a course, you understand that you are required to complete the online pre-course work prior to attending the course.
4. 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.

### **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**

No refunds will be given for any changes in personal circumstances or for a change of mind. In the event that the incorrect course is booked, if you request a transfer, you will be charged the cost difference (if any) in addition to an administration fee of \$25.00.

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.

If a booking is changed or cancelled within 5 business days prior to the course date, course fees may be forfeited at the absolute discretion of SUSF, or a \$25.00 transfer fee will apply. In the event of a no-show (more than fifteen minutes late to the course),

this person will need to contact SUSF and transfer to the next available course. A \$25.00 transfer fee will be applied. Unless specified otherwise, courses commence at 9am sharp.

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.

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.

### **CREDITS**

As explained above, in some extenuating circumstances, SUSF may in its absolute discretion offer a pro rata credit. If you hold course credit, please call us to redeem it on 1300 068 922. If you choose not to redeem your credit this way, and request SUSF refund you manually after you have paid any fees, a \$25.00 administration fee may apply. This also applies for any COVID related credits.

### **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](mailto: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 [admin@sport.usyd.edu.au](mailto: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.