

Booking Terms & Conditions

By enrolling in the Basic Principles of Occupational Hygiene course, you agree to the following terms and conditions:

Payment:

- Payment is due within 7 days of AIOH issuing the invoice.
- Places are not secured until payment has been received.

Course Cancellation:

- The course requires a minimum number of registrations to proceed and may be cancelled at any time.
- If the course is cancelled by AIOH, full refunds will be issued to registered participants.

Participant Cancellation:

- If cancelling 45 days or more prior to the course, a full refund will be issued.
- If cancelling 20 days prior to the course, a 70% refund will be issued.
- If cancelling 10 days prior to the course, a 50% refund will be issued.
- If cancelling 5 days or less prior to the course's start date, no refunds will be issued.
- Transfers from one course to another are not available; refunds will be provided based on the aforementioned time schedule.

Transfers to Another Person:

- Companies may transfer a student's registration to another person if needed.
- To effectuate this transfer, AIOH must be contacted with the new student's details.
- Name change requests must be submitted via email to ensure the correct student receives the course information.
- AIOH is not responsible for changes to these requests by companies. Any payments made and refunds, if applicable, will be refunded to the account from which the payment was received or to the invoiced listed name.

Withdrawal During the Course:

- If you need to withdraw during the course or on the day it starts, we understand that circumstances can be unforeseen. In cases of illness or other significant reasons, a partial refund may be considered at the discretion of AIOH. Documentation supporting the reason for withdrawal may be required to process such refunds.

- *Fees are as follows as per approval from AIOH Council*
Day 1 – 2/2.5 80% returned
Day 3.5-5 – 60% returned
These fees are based off a % of all costs per day
Should student book a different course via the AIOH full charges will apply for the additional booking.

Exam Resit:

- If a student is unsuccessful in the exam, they can resit the exam. The cost to resit is \$200 plus GST.
- Resits are only permitted on the Friday of one of the AIOH scheduled courses, which is the designated time for resits based on the exam schedule.
- Resitting the exam must be booked by contacting the AIOH Team.
- The opportunity to resit the exam expires 2 years after the original course exam was taken.

Associate Membership for Non-Members:

- Non-members who register for the Basic Principles of Occupational Hygiene course will receive an AIOH Associate membership valid for 12 months as part of their booking. After the initial 12 months, annual fees will be invoiced with a 90-day payment term, based on the fee structure approved by the AIOH Council. Additional information in section 8.
- By receiving the Associate membership, individuals agree to adhere to the AIOH Rules & Statement of Purpose, as well as the AIOH Code of Ethics and Conduct. Please note that this membership is non-refundable and non-transferable. Additionally, it is not available for current members, and no additional discounts will be provided.

Changes to Terms:

- These terms and conditions are subject to change at the discretion of AIOH.