

Terms & Conditions

Learning Program Registrations

Overview:

The below terms and conditions are applicable to all training bookings, i.e., standard sessions, including those conducted via webinar, and to any consulting programs.

Agreement:

Training is provided subject to the terms and conditions of your existing agreement with Automatic Data Processing Limited (ADP), and the additional conditions below.

Cancellation/ Reschedule:

If a booking is cancelled **more than five (5) business days** prior to the scheduled course date, without immediate intention to reschedule, a charge of \$100 is payable.

If a booking is cancelled **more than five (5) business days** prior to the scheduled course date you will remain liable to reimburse ADP for any travel and accommodation expenses which ADP has incurred prior to such cancellation.

If a booking is cancelled **within five (5) business days** of the scheduled course date, full fees and charges and any travel and accommodation expenses remain payable to ADP.

Bookings are confirmed within three business days.

ADP reserves the right to change course schedules, course pricing, discontinue courses, modify course content, limit class size, cancel courses, and refuse entrance to a course at any time with prior written notice.

In the case of a course cancellation, confirmed participants will be notified (where possible) at least five business days prior to the scheduled course training date.

Course prerequisites:

If applicable, course prerequisites must be complied with. Refer to the **Learning Solutions Guide** for further details.

