



## Training Course Booking Procedures

### Applying for courses

- ☞ You apply for a course by filling in an application form, which is available at [www.bushproof.com](http://www.bushproof.com) as an online or offline version.
- ☞ All applications should be submitted by email.
- ☞ Please do not submit speculative applications if you either don't yet have funds, or are not sure you can attend. We treat each application as if you are committing to attend and plan our trainings accordingly.
- ☞ Places will be allocated on a first come, first served basis.
- ☞ All courses given by BushProof are subject to the BushProof Terms of Business. These are available on request.

### Course Fees

- ☞ For what is included in the course fee, please check the detailed course announcements as this varies for different trainings. Fees do not include international travel, visa, insurance or other costs not specifically mentioned.
- ☞ Fees are subject to change. Current prices are available on our website. Please confirm the correct amount before paying your course.

### How to pay

1. Email a correctly filled out application form to the designated contact stated in the course training schedule, stating your preferred payment method. Within several days, you will receive notification from BushProof whether you are accepted. This email will be accompanied by an invoice, which will detail the cost of the course and payment information.
2. Confirmation of your place is only made on receipt of payment. You will receive this confirmation immediately once your payment has been received. Note that payment may be requested to be made to an organization other than BushProof that is hosting the training.
3. If an organisation is paying your fees, please include on the application form the organisation's name and address and the name of the person to be invoiced.

### Cancellation policy

- ☞ Once payment has been received, you will be liable the whole fee including non-attendance.
  - ☞ No refund will be made after payment is received unless the course is cancelled. Please check with us before booking international flights to ensure we have minimum number of participants. However, BushProof will do its utmost to make the training happen as advertised.
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