

# Training Services Terms and Conditions

By booking training with the Western Australian Association for Mental Health (WAAMH) you agree to be bound by the terms and conditions outlined in this document. WAAMH may modify this agreement from time-to-time with changes effective at the time of posting it on our website: [www.waamh.org.au](http://www.waamh.org.au).

## 1. Training Services

WAAMH offers the following training:

- **Semester Training Courses**

A bi-annual schedule of professional development courses booked online on a per participant basis. View the schedule at [www.waamh.org.au/events/training-courses.aspx](http://www.waamh.org.au/events/training-courses.aspx).

- **Contract Training Courses**

A select range of courses available for delivery at the location of your choice. To make an enquiry:

<https://waamh.org.au/development--projects/mental-health-training/contract-training-courses-onsite-delivery>

## 2. Bookings and Payment

Courses are booked and paid for as follows:

Course	How to Book	How to Pay
Semester Training Courses	Book on-line: <a href="http://waamh.org.au/events/training-courses">waamh.org.au/events/training-courses</a>	Pay in full as part of registration.
Contract Training Courses	To enquire: <a href="https://waamh.org.au/development--projects/mental-health-training/contract-training-courses-onsite-delivery">https://waamh.org.au/development--projects/mental-health-training/contract-training-courses-onsite-delivery</a>	<ul style="list-style-type: none"> <li>• Pay by invoice</li> <li>• A non-refundable 25% deposit is due immediately to secure your booking</li> <li>• The balance is due on or before the day of delivery.</li> </ul>

### 3. Cancellations

Course	Cancellation Policy
Semester Training Courses	<p>No cancellations or refunds are available.</p> <p>If a participant is unable to attend they may:</p> <ul style="list-style-type: none"> <li>• Send somebody else in their place</li> <li>• Transfer to another calendar course, where there is space available at any time within 6 months of the cancellation.</li> <li>• If less than 7 days' notice is given, you may still send someone in your place. If this is not possible, the full payment of the workshop will be forfeited as credits cannot be issued if cancellations are made with less than seven days' notice.</li> </ul>
Contract Training Courses	<p>If the course is cancelled at least 7 days prior to the scheduled date:</p> <ul style="list-style-type: none"> <li>• If it or a similar course is rescheduled within 12 months of the cancelled date, the deposit will be transferred in full. If no course is re-booked within 12 months, the deposit is forfeited.</li> <li>• If less than 7 days' notice is given to cancel the course, the full deposit will be forfeited.</li> </ul>
<p>On occasions WAAMH may be required to cancel a training course. If this occurs participants can transfer their credit to another course, or if there is no suitable course, request a full refund.</p>	

### 4. Fee Structure

#### 4.1 Semester Training Courses

Fees for semester training courses are:

Inclusions	Day	Full Members 20% discount	Associate Members 10% discount	Non- Members Standard price	Approved Scholarship 90% discount
<ul style="list-style-type: none"> <li>• Training materials</li> <li>• Certificates of completion</li> <li>• Catering</li> </ul>	Two day	\$390	\$440	\$490	\$39
	One day	\$195	\$220	\$245	\$19.50
	Half day	\$119	\$134	\$149	\$14.50

- Prices include GST.
- Invoices attract a \$30 processing fee. Full payment required prior to course commencing.

## 4.2 Contract Training Courses

Fees for contract training course delivery in the Perth metro area are:

Inclusions	Day	Full Members 20% Discount	Associate Members 10% Discount	Non-Members Standard Price
<ul style="list-style-type: none"> <li>Up to 24 participants</li> <li>Training materials</li> <li>Certificates of completion</li> </ul>	One day	\$2,500	\$2,810	\$3,120
	Half day	\$1,600	\$1,800	\$2,000

- Prices exclude GST.
- Multiple day courses are based on the one day rate.
- Customising or commissioning work that is required to alter or design a training course will be quoted separately.
- Regional training incurs additional costs.

## 4.3 External Courses

The following externally developed courses incur additional costs:

- Mental Health First Aid (Standard and Youth)
  - \$40 per person (manuals)
- ATSI Mental Health First Aid
  - \$40 per person (manuals)
  - \$600 per course for a second facilitator
- ASIST Suicide Training
  - \$50 per person
  - \$600 per course for a second facilitator.