

# LawMaster Training – Terms and Conditions

LawMaster's training services are provided in accordance with the terms and conditions contained herein.

## 1. General

- 1.1 Registration for a training course can be made either:-
  - (a) Over the phone; or
  - (b) In writing via mail, fax or e-mail.
- 1.2 LawMaster is not obliged to accept any registration.
- 1.3 Training course fees are net fees and subject to GST.
- 1.4 All course fees are inclusive of use of training systems and provision of training materials, unless otherwise stated.

## 2. Cancellations and Transfers

- 2.1 All requests for cancellations or transfers must be submitted to LawMaster in hardcopy or electronic form. Requests for transfer or cancellation must be made no less than 5 business days prior to the start date of the course.
- 2.2 After registration and confirmation of your training course, the following administration charges will apply if you cancel your attendance:
  - If cancellation is received less than **10 business days** prior to start date: 20% of the course fees; and
  - If cancellation is received less than **5 business days** prior to start date: 50% of the course fees
- 2.3 Subject to the written approval of LawMaster, training courses may be transferred to another staff member within your firm or organisation. No fees will be charged for approved transfers.
- 2.4 All cancellations and transfers for training courses, and any associated refund or reallocation of course fees are solely at the discretion of LawMaster Pty Ltd.

## 3. Change of Course Details

- 3.1 LawMaster reserves the right to change the details of any training course; including, but not limited to:
  - The date and time of the training course;
  - The trainer providing the training; and

- The venue of the training course.

- 3.2 If LawMaster cancels a training course because of force majeure or any other unforeseeable circumstance, the liability of LawMaster is limited to the refunding of course fees.
- 3.3 If LawMaster changes the date of a training course and this date is not suitable for the participant, then the participant may choose to attend a future training session of the same duration and cost.
- 3.4 In the event of a change of venue, LawMaster will substitute a “like-for-like” venue within a 10 kilometre radius of the original venue, and will notify participants no less than 5 business days prior to the start of the course.
- 3.5 LawMaster will not be liable for any other costs incurred as a result of any change of course details.

## 4. Copyright

All rights are reserved, including the rights to translate, reprint and/or copy any training materials and documents, or parts thereof. Processing, copying, distributing or public rendering of any training documents, in whole or in part, by any means electronic or otherwise without the prior written consent of LawMaster is expressly prohibited.

## 5. Liability

- 5.1 To the extent permitted by law, LawMaster, its employees and/or agents shall not be under any liability, whether in contract, tort or otherwise, for any injury, damage or loss arising out of, or in connection with, the provision of training services.
- 5.2 LawMaster is not responsible or liable for any personal belongings that a participant brings to a training course.
- 5.3 The maximum amount of LawMaster’s liability is at all times limited to the cost of the course fees for the given training course.

## 6. Jurisdiction

All contracts for the provision of training services by LawMaster shall be exclusively governed and construed in accordance with the Laws of the State of Queensland, and submit to the exclusive jurisdiction of the Courts of Queensland.