

# MEMBERS CLUB

## TERMS AND CONDITIONS

### Individuals Fees & Payments

1. Membership fees for Payment Option 1 are due as per invitation email due date.
2. Membership fees for Payment Option 2 must have commenced as per invitation email date.
3. Course prices are for members only. Students must provide Member number upon request
4. Course prices are due in full upon booking of each course.
5. Membership fees are separate to course costs.
6. Members course rates and fees are non-transferable.
7. Membership for individuals expires 24 months from date of commencement.

### Bookings

8. There are a select amount of Members Club spaces available for each course till the end of 2019. Bookings are allocated by the usual first in best dressed system.
9. Bookings for Members Club spaces are held till 1pm Thursday of the week prior to course. If there are any Members Club Spaces left, they will be made available to members of the public and ATC Clients as well as Members after that time.
10. Cancellation or rescheduling of bookings are appreciated anytime prior to 1pm Thursday of the week prior to the course.
11. You may reschedule a booking for one course up to 3 times without administrative fees being charged. After the third reschedule/cancellation, fees are applicable.
12. Extenuating circumstances will be considered on an individual basis.
13. We reserve the right to reschedule or refuse an individual who arrives at a course without a booking.
14. Members Club course rates do not apply to the Mobile Slewing Crane Over 100 tonnes course, the Working Safely at Heights Course and the Confined Spaces courses.
15. Bookings can be switched to a different course available on the Members Club course menu and schedule if sufficient notice (over 1 working day - Monday to Friday, 7:30am to 4pm) is given. Notification by email or app request required if notifying over the weekend.