



## TDC Terms and Conditions

Charges for cancellations and transfers will be applied, as stated below, to cover SMC's fixed and administration costs.

All cancellations and transfers must be advised in writing. Requests should be sent to:  
[training@smcaustralia.com](mailto:training@smcaustralia.com).

### Cancellation

Fees apply if the course attendance is cancelled.

Before the training course:

- 0-14 days - 100% of the total course fee applies (i.e. no refund)
- 15-30 days - 45% of the total course fee applies
- 31-45 days - 20% of the total course fee applies
- more than 45 days - Cancellation permitted with no charge

### Transfer

Requests to transfer to a different training course (or module) date may be feasible. The courses or modules must be finished within the 12-month period of when a student originally registered to take the course or module.