

PAYMENT TERMS AND CONDITIONS:

A review of our current Terms and Conditions for Truck Licence payments has identified the need to make some changes.

The following new Terms and Conditions will apply effective May 2018:

- i. All bookings must be confirmed within 48 hrs unless authorised otherwise or they will be cancelled
- ii. Licence course fee will be invoiced in total in the first instance
- iii. Payment in full can be made if preferred or
- iv. Payment of 50% of course fee must be paid as a deposit to secure the assessment date within 48 hrs of invoice – either bank transfer or credit card
- v. Balance of invoice must be paid;
 - a. within seven (7) days if assessment is to occur in the same month as booked; **but** must be paid prior to assessment date if less than seven (7) days to the assessment (eg if a late cancellation has occurred and new booking is a replacement etc)
 - b. within thirty (30) days if assessment is to occur in the following month/s; **but** must be paid no less than seven (7) days prior to assessment date
- vi. Cancellation fee of \$500.00 will apply if less than seven (7) days notice
- vii. Cancellation fee of \$300.00 will apply if less than fourteen (14) days notice
- viii. Reschedule fee of \$300.00 will apply if less than fourteen (14) days notice

Approved Account Holders:

- i. All bookings must be confirmed within 48 hrs unless authorised otherwise or they will be cancelled
- ii. Purchase Order or authorising notification must be received at time of confirmation
- iii. Licence course fee will be invoiced in full in the first instance
- iv. Cancellation fee of \$500.00 will apply if less than seven (7) days notice
- v. Cancellation fee of \$300.00 will apply if less than fourteen (14) days notice
- vi. Reschedule fee of \$300.00 will apply if less than fourteen (14) days notice