

**Terms and Conditions**

**Tresillian Workshops and Conferences**

Thank you for registering for our Workshop/Conference! Upon registration, you will receive a confirmation email from our online booking system. When you make a payment for a Workshop/Conference, a receipt will also be generated. If you do not receive a receipt and/or enrolment confirmation, please check your spam/junk folder. If you’re still having issues, let us know.

**Invoice Required**?
If you need an invoice for the Workshop/Conference Fees, feel free to contact us on

(02) 9123 8826 or email TFCC-Marketing@health.nsw.gov.au, and we will be happy to assist.

**Refund Policy**
We understand that unexpected circumstances may arise that prevent you from attending the Workshop/Conference. Please reach out to us as soon as possible. We are happy to provide a full refund if we’re notified in a timely manner. Here’s our refund policy:

**. Three weeks** prior to the commencement of the Workshop/Conference: Full refund will be issued.
**. Two weeks** prior to the commencement of the Workshop/Conference: 50% refund will be issued.
**. One week** prior to the commencement of the Workshop/Conference: Unfortunately, no refund will be issued.

In unforeseen and exceptional circumstances, please contact the Tresillian Events Secretariat for assistance on (02) 9123 8826 or TFCC-Marketing@health.nsw.gov.au

**Cancellation of a Workshop/Conference**
In the rare event that the Workshop/Conference is cancelled, all enrolled delegates will be notified via email immediately and will receive a full refund.

Thank you for your understanding and co-operation. We look forward to welcoming you!