

## ICRC Trauma and Crime Scene (TCST): - Registration Form

**Training Course:** IICRC TCST Training Course  
**Date:** 11 & 12 April 2024 (2 Days)  
**Time (Daily):** 8.30 Start - 5.00pm Finish - *Please arrive 15 mins early to ensure we start on time*  
**Venue:** Naumi, Auckland Airport  
**Instructor:** International Trainer, Scott McFadzen WLS - COACH8  
**Highlights:** Modern Training Venue, Morning Tea and Lunch, Manual and Equipment for Training, Certification, Exam Optional - paid online prior to course (\$80 USD)

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Attendee: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Any Special dietary requirements must be notified on booking: \_\_\_\_\_

### Payment Confirmation IICRC TCST

**Deposit:** \$250 (Non-refundable, balance due 20 March 2024)

**Course:** \$995 + gst (\$1,144.25 incl gst)

**Manual:** \$32+gst (\$36.80 incl gst)

**Credit Card:** (+3% Fee)

**Name on Card:** \_\_\_\_\_

**MasterCard/Visa #** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Expiry:** \_\_ / \_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Direct Credit:**

The Restoration Group Limited

ASB Bank:

12-3144-0250694-00

**Payment:** \$ \_\_\_\_\_

**Invoice Ref #** \_\_\_\_\_

EMAIL FORM TO: [anna@restorationgroup.co.nz](mailto:anna@restorationgroup.co.nz)

PHONE: 06-835-0065

# Terms & Conditions:

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## IICRC TCST Training

Registration for a Restoration Group ("RG") course constitutes acceptance of these terms and conditions.

### Registration and Payment

To confirm your attendance in an RG course, a completed registration form and full payment must be received at least 10 days prior to the commencement of the course, unless other arrangements have been made with RG.

Quotes for RG courses are valid for 30 days. Please reference your quote number on your registration form.

RG reserves the right to modify course fees at any time prior to the start of the course. The price of any course will be that ruling on the day of the participant's registration at which time the first payment has been made by the participant.

From time to time, deposits may be required to secure a place in an upcoming RG course. These deposits are non-refundable.

### Confirmation

Upon receipt of your completed registration form and payment, RG will confirm your registration by e-mail. The confirmation will include venue information, course times, and other relevant information.

### Pre-requisites

In order to enrol in an RG course, participants must be fluent in English, at least 15 years of age, and able to provide evidence of successful completion of any pre-requisite courses. It is the participant's responsibility to ensure that all pre-requisites have been met prior to attending an RG course.

### Booking Cancellations

Any booking cancellation requests must be made to RG in writing. The following policy applies to the timing of all such requests.

- If you cancel your registration 15 or more days before the course commencement date, a full refund will be provided.
- If you cancel your registration 8 to 14 days before the course commencement date, RG will refund 50% of the course fee to you and will retain the other 50% as a course cancellation fee.
- If you cancel your registration 1 to 7 days before the course commencement date, or if you fail to attend the course without cancelling, RG will retain the full course fee as a cancellation fee.
- If you withdraw from a course on or after the commencement date, RG will retain the full course fee.

### Substitutions

If you are unable to attend an RG course, you may substitute another person without incurring additional charges. Written notification of this change must be provided to RG prior to or no later than the commencement date of the course.

### Late Arrivals

Arriving late at a course affects the learning outcomes of all participants. RG will accommodate late arrivals whenever practicable but reserves the right to refuse entry to participants who arrive more than 2 hours after the course starting time. When a participant is aware that they may not arrive on time, they are required to notify RG.

## **Safety**

RG courses may include practical elements, and all participants must follow any instructions that are given to them by their trainer to ensure their safety and the safety of those around them. Participants must do their best to ensure that they do not intentionally or unintentionally put others at risk.

## **Exclusions**

RG reserves the right to exclude a participant from a course without reimbursing any fees if it has reason to believe:

- the participant poses a risk to other students or staff; or
- the participant's behaviour is inappropriate or disruptive; or
- the participant has misled RG in the registration process; or
- the participant does not satisfy the course's pre-requisites; or
- the participant does not meet the course's attendance requirements; or
- the participant has cheated or plagiarised on their examination; or
- the participant's fees are overdue; or
- the participant is persistently in breach of these terms and conditions.

## **Course Cancellations**

While every effort is made to ensure that courses go ahead as scheduled, RG reserves the right to cancel or reschedule courses. If your course is cancelled or rescheduled, you will be notified as soon as possible, and you will be offered a full refund and/or an opportunity to reschedule without penalty.

## **Limited Liability**

RG does not accept liability for any losses you might incur for non-refundable accommodation, airfares, insurance or other costs that may be associated, either directly or indirectly, with the cancellation of a course. Participants in RG courses are strongly encouraged to arrange appropriate travel insurance if travel is required to attend a course. Furthermore, RG will not be liable for any loss of personal property, any ambulance costs, any consequences of events beyond its control, any indirect or consequential losses incurred by participants, or the failure of any participant to gain employment in the workplace upon completion of the course.

## **Courses**

RG reserves the right to make amendments to the syllabus, trainers, timing and any other details of a course as deemed necessary.

RG may make video recordings, audio recordings or photographs of courses for quality assurance purposes, trainer evaluations or marketing purposes.

RG reserves the right not to award a certificate to a course participant if:

- the participant does not achieve the minimum pass mark for the course; or
- the participant has cheated or plagiarised on their examination; or
- the participant is absent for more than 10% of the course.

## **Copyright**

RG courses contain content that is protected by copyright, trademark or other proprietary rights. You may not modify, publish, transmit, reproduce, create derivative works from, distribute, or in any way exploit any of the course content provided to you.