



## **STUDENT AGREEMENT**

The following terms and conditions constitute the agreement between you (the undersigned) and The North American Academy of Wedding and Event Planning (“NAAWEP”) for the provision of your course (“Agreement”).

### **Partner Courses**

1. In some cases, NAAWEP delivers courses in partnership with other training providers. Please note that the partner training provider may award your qualification.
2. If you are enrolled in such a partner course you will be bound by the terms and conditions of this Agreement.

### **Accepting this Agreement**

3. You will have accepted this Agreement by:
  - a. signing the Enrolment Form; or
  - b. clicking “Accept” on the Online Enrolment Form on [www.northamericanweddingacademy.com](http://www.northamericanweddingacademy.com)
4. In the case of (b) above, by clicking “Accept” you acknowledge that NAAWEP will capture your IP address as verification of your acceptance of this Agreement.
5. The date you sign this Agreement or click “Accept” is the Agreement Date.

### **Your Obligations**

7. By accepting this Agreement you:
  - a. agree to comply with the NAAWEP Student Policies and Procedures as published on the NAAWEP website (see [www.northamericanweddingacademy.com](http://www.northamericanweddingacademy.com)); and



- b. confirm that all information provided to NAAWEP at the time of enrolment was accurate and complete, including anything that may impact on your ability to complete the course (such as a disability) ; and
- c. agree to pay all requisite fees associated with your course (“Course Fee”) ; and
- d. acknowledge and accept the Schedule of Administrative Fees as published on the NAAWEP website (see [www.northamericanweddingacademy.com](http://www.northamericanweddingacademy.com)).

8. You acknowledge that:

- a. you will require access to a computer, tablet, or other internet enabled device and internet access for the duration of the course; and

9. It is your responsibility to inform NAAWEP in writing within seven (7) days of any corrections or changes to your personal details including name, residential or postal address, email address, phone numbers, payment options and banking details.

10. It is your responsibility to retain a copy of all assessments submitted to NAAWEP for the duration of your course.

11. You must maintain a current email address for the duration of your course and you acknowledge that NAAWEP will officially communicate with you via email and through the Virtual Campus.

### **NAAWEP’s Obligations**

12. Under this Agreement, NAAWEP agrees to:

- a. supply you with course materials for the first study period of your course;
- b. provide you with access to the Learning Management System;



- c. provide you with access to learning and administrative support; and
- d. grade your assignments; until the expiry of your course.

13. NAAWEP will provide you with course materials, assignments, unit projects and support for subsequent study periods of your course as you:

- a. successfully complete a prior study period; and
- b. pay all requisite Course Fees until the completion or expiry of your course.

14. NAAWEP will provide feedback and grades for your assignments and unit projects through the Learning Management System.

15. On successful completion of all assessments and the full payment of the Course Fee, NAAWEP (or the partner training provider, if appropriate) will issue you appropriate certification for your course.

16. NAAWEP may make changes to your course (including units, learning materials and assignments) and the NAAWEP Student Policies and Procedures as reasonably required from time to time. NAAWEP may also make reasonable changes to the Schedule of Administrative Fees.

### **Paying Your Course Fees**

17. If you are paying your Course Fee by installments, you must:

- a. complete a Credit Card Authorization manually or submit your Credit Card details online through our payment system; or
- b. pay all such installments on or before the due date.

18. If you fail to pay any installment by the due date, the total outstanding balance of the Course Fee will become immediately due and payable and you may also be



required to pay any applicable administrative fees outlined in the Schedule of Administrative Fees.

19. If you fail to pay any part of the Course Fee by the due date, NAAWEP reserves the right to:

- a. withhold provision of course materials;
- b. restrict access to the Learning Management System;
- c. withhold grading of assessments; and
- d. notify relevant credit agencies of your default.

### **Course Duration and Extensions**

20. The maximum duration of your course is specified on the NAAWEP website and list below:

- Certificate in Wedding Planning – 1 Year
- Certificate Event Planning – 1 Year
- Certificate in Event Design– 1 Year
- Diploma in Wedding and Event Planning – 2 Years
- Diploma in Wedding Planning, Styling and Design – 2 Years
- Advanced Diploma in Special Event Planning and Design – 2 Years

In the event that you do not complete the course within the maximum duration, your enrolment expires without refund.

21. If you wish to extend your Course beyond the course expiry date, you must:

- a. have paid all Course Fees; and
- b. submit a Course Extension Request NAAWEP prior to the expiry date via email [info@northamericanweddingacademy.com](mailto:info@northamericanweddingacademy.com); and
- c. pay an additional fee as outlined in the Schedule of Administrative Fees.



22. A maximum extension of up to one year may be granted. Please note extensions are subject to availability and NAAWEP retains the right to refuse an extension at its absolute discretion.

### **Cancellations & Refunds**

23. If you wish to terminate your studies before the completion of your course, you must notify NAAWEP in writing [info@northamericanweddingacademy.com](mailto:info@northamericanweddingacademy.com) ("Cancellation Request"). A refund of the Course Fee, less the applicable administrative fees as outlined in the Schedule of Administrative Fees, will only be issued if NAAWEP receives the Cancellation Request within the Refund Period.

24. The Refund Period is defined as seven (7) calendar days from the Agreement Date. The first day of the Refund Period commences the day after the Agreement Date. If it is after the 7-day initial period then a student must give 30 days notice. If the student is on a payment plan they will be required to pay one installment of their payment plan as a cancellation charge. After this their payment plan will be cancelled along with access to their course materials.

25. If you fail to notify NAAWEP of your Cancellation Request within the Refund Period, you will be liable to pay the Course Fee to NAAWEP in full.

### **Course Deferral**

26. If you are unable to complete your studies you may complete a Course Deferral Request Form. Your enrolment may be suspended for a period of no more than three months, thereby extending the maximum duration of your course.

27. No refund of Course Fees will apply to a course deferral and you will still be liable for all payments due under this Agreement.



## **Course Transfers**

28. If you wish to transfer to another course offered by NAAWEP:

a. You will need to submit a request via email to the following email address [info@northamericanweddingacademy.com](mailto:info@northamericanweddingacademy.com) within three months of the Agreement Date;

b. NAAWEP reserves the right to refuse a Course Transfer Request. If your Course Transfer Request is successful you will be required to pay a Transfer Fee as outlined in the Schedule of Administrative Fees;

c. If the new course is of greater value than your current course, then you will need to pay the additional Course Fees to the value of the new course;

d. If the new course is of lesser value than your current course, then:

i. you will need to continue to pay your current Course Fee; and

ii. you may use the difference between the current Course Fee and new Course Fee towards a future course with WEI. Any such future course must be commenced within the original course duration; and

e. Only one course transfer is permitted.

f. Under no circumstances can the Academy permit a student to sell their course to a third party once they have enrolled. Unfortunately, the Academy cannot take into account the personal circumstances of any student.

29. For the avoidance of doubt, Course Fees will not be refunded as a result of a course transfer.

## **Other Terms**

30. The course material that NAAWEP provides to you shall become your property. However, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of NAAWEP or a nominated third party.



You may not reproduce any part of the course materials or assessments without the prior written consent of NAAWEP.

31. By accepting this Agreement:

- a. you are warranting that you are not legally bankrupt; and
- b. you are giving your consent to NAAWEP undertaking a credit check on you.

### Confirmation and Acceptance

I hereby confirm that I have read, understood and agreed to these terms and conditions including the Student Agreement. I further understand that the information provided in this form will be used by Wedding and Event Institute Inc.

Student Name: \_\_\_\_\_

*Please print your full name*

Date of Birth: \_\_\_\_\_

*DD/MM/YYYY*

Student Signature: \_\_\_\_\_

*Please sign here*