

MARCSTA PRE-COURSE INFORMATION

Arrival Time:

- Please arrive 15 minutes prior to your course start time to register and have your ID checked.
- Participants who arrive more than 10 minutes after the scheduled start time will not be allowed to enter the class and will need to pay a further 50% to reschedule to an alternate class date.

What to Bring:

- 1 x form of Photo ID (e.g. Passport, Driver's License or Proof of Age card); or 2 x forms of secondary ID (e.g. Health Care card, Medicare card, ATM card)
- A pen

Course Assessment:

- Your course assessment will be conducted in English and may be undertaken in a written or verbal format;
- If you believe that you may have difficulty completing the assessment due to English being your second language, or you have literacy or numeracy issues, please contact our office so we can assist you with preparations prior to your course.
- Participants who are deemed Not Yet Competent in their assessment, will be offered 1 x free re-assessment.

What to Wear:

- Comfortable clothing for a classroom environment.

Where to Find Us:

Train - Armadale or Midland or lines: Exit McIver Station to the North, turn right. Walk for 1-minute through the car park to Aberdeen Street. Our office is on the right hand side of the car park.

Train - All other train lines: a) Either take a train one stop to McIver Station (on either the Armadale or Midland Line) and follow above directions, or b) Exit Perth Station and follow brown cycle path, turn left into Beaufort St and then right onto Aberdeen St.

Parking: Limited free parking on site, otherwise there is pay parking on Aberdeen St. (opposite Nash St).

Booking Conditions / Refund Policy:

Cancellation Fees:

- Within 24hrs = Non-Refundable
- Outside 24hrs = \$20

Rescheduling Fees:

- Within 24hrs = 50% of course fee. A Doctors certificate is the only exception
- Outside 24hrs = Nil

A 50% course rescheduling fee applies if the participant:

- is more than 10 minutes late from the class start time;
- does not have the correct (or insufficient) identification;

Under these circumstances the course fees are non-refundable and entry to class is not permissible.

General Booking Conditions and Refund Policy:

- Please refer to our full General Booking Conditions and Refund Policy for complete details.

Further Information:

- Clients are strongly encouraged to read our Participant Information Manual prior to booking their course. This Manual sets out all relevant support services, Policies and Procedures, Rights and Responsibilities to assist our clients. Please ask one of our staff to obtain a copy.

