

Workshop Terms and Conditions

The QUT High School Student Engagement workshops program is in high demand with a waiting list every year and we do our best to accommodate as many schools as possible. Bookings are taken by us in good faith that if you are unable to meet the terms and conditions set out below, or just change your mind, you will cancel your booking as soon as possible so we can offer the date to another school.

By booking a QUT workshop, you accept the following terms and conditions:

Bookings

- All bookings are subject to availability of QUT university space and student presenters.
- You agree that your school has approved the excursion and you have checked that there are no foreseeable clashes with sports days / exams / interruption-free periods /other excursions/NAPLAN etc.
- We will send you an Attendees Form and you agree to complete it, providing the name and year level of all students attending, and the name and mobile number of the attending teacher.

Workshop fee

- QUT High School Student Engagement workshops are fully funded for QLD and northern NSW schools and the only cost to your school is transport to and from QUT Gardens Point.

Our cancellation policy and fee

- If you decide not to come, or your school is unable to attend on a date you have booked, you agree to contact QUT High School Student Engagement immediately to cancel your booking.
- You accept that your school will be liable for a cancellation fee of \$100.00 per date cancelled, to cover administrative costs in relation to your booking
 - if you cancel your workshop within 3 weeks of the workshop date (*excluding school holidays*), or after you have confirmed
 - if we cancel your booking because you have not confirmed your attendance within 3 weeks of the workshop date. We will make every effort to contact you before cancelling and issuing a penalty.
- You accept that multiple or late cancellations may also result in your school being prioritised behind other schools for future bookings.

Student numbers and ages

- You agree to bring between 16 and 32 students in years 7-12, ages 12 to 18, unless otherwise agreed in writing with QUT High School Student Engagement prior to the workshop.
- QUT High School Student Engagement reserves the right to cancel workshops if the minimum number of students cannot be reached. If this occurs within 3 weeks of the workshop, we reserve the right to issue a cancellation fee.

Duration of workshops

- All our workshops are designed to run for the time specified in the program, and any unplanned changes to the duration of the workshop may result in your student missing out on the best part of the workshop.
- You agree to the start and finish times of the workshop and confirm your students will stay for the full duration.
- If you need to leave before the scheduled departure time, you must advise QUT High School Student Engagement at least 24 hours before arriving.
- If the group is running late the attending teacher must call or text ahead to 0481 007 319.

Your responsibilities

- You agree to provide all the details of the visit (including these T&C's) to the teacher accompanying the students on the day, if that's not you.
- Attending school staff must remain with the group at all times and are responsible for the behaviour management of students during the workshop and around campus.
- Enclosed footwear is to be worn by all students and staff attending.