



# Payment, Refund, Cancellation Policies & Official Booking Form

Essential Women's Journey 2011

## Payment, Refund & Cancellation Policy

### Payment

The deposit of \$1,000 is non-refundable and must be paid before confirmation of your booking will be provided.

The balance of your trip must be paid in full by 30 June 2011 (an invoice will then be issued to you detailing the balance payable which is dependent on the payment option taken)

There are three options for making payments;

### Direct Deposit

Bank : Commonwealth Bank - Torrensville Branch  
Account name: Careerlink Business Services Pty Ltd  
BSB: 065 124  
Account number: 1001 6207

### Cheque

Payable to: Careerlink Business Services Pty Ltd  
Mail: Michelle Cole  
Careerlink Training and Recruitment Services  
PO Box 301, Torrensville Plaza, SA, 5031

### Credit Card

VISA and Mastercard payments can made by contacting Michelle at Careerlink on (08) 8234 2144  
Please note a surcharge of 3% applies to all credit card payments

### Refunds and Cancellations

All cancellations must be notified in writing (email or fax acceptable)  
Cancellation 60 days prior to departure (before 11 July 2011): full refund of balance  
Cancellation 59-45 days prior to departure (12 July - 26 July 2011): 50% of balance refunded  
Cancellation within 44 days (on or after 27 July 2011): no refund  
There will be no refund of unused portions of the tour, including but not limited to, missed meals, hotel nights and sightseeing  
Cancellation by the Organisers: Full refund including non-refundable deposit

### Note

Comprehensive travel insurance is strongly recommended in case of illness, injury, death, loss of baggage/personal items, weather interruptions, cancellations and other travel contingencies. The Essential Women's Journey, the hosts and the Resort will not accept any responsibility for any delay, additional expense or inconvenience which may be caused directly or indirectly by events outside of our control.

**Please understand that there will be no exceptions  
to our payment, refund and cancellation policies.**

# Official Booking Form

Essential Women's Journey 2011

## Attendee Details

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

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

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

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

## Deposit Payment

To finalise your booking, a deposit of \$1,000 must be received. Please see the payment, refund and cancellation policy to view your payment options.

Please indicate how you will be paying your deposit

cheque       direct deposit       credit card

## Declaration

I \_\_\_\_\_ of \_\_\_\_\_

1. acknowledge and agree that the organisers (the **Organisers**) of The Essential Women's Journey (the **Journey**) have acted as conduits of information and make no representation or warranty whatsoever in respect of the Journey or that information; and
2. acknowledge and agree that in the event I subsequently cancel my registration for the Journey I shall forfeit to the Organisers my deposit of \$1,000 absolutely and I have no rights to recover that deposit; and
3. release and discharge the Organisers from all obligations, liabilities and claims now and at any time in the future in any way relating to, or under or in respect of the Journey whether pursuant to a statute, breach of contract or otherwise including without limitation in respect of lost or damaged property, injury, illness or death resulting directly or indirectly from the Journey.
4. I have read and agree to the terms of the payment, refund and cancellation policy

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## Submitting Your Booking

Once complete please print and mail your signed booking form to:

Michelle Cole  
Careerlink Training and Recruitment Services  
PO Box 301, Torrensville Plaza SA 5031

**Thank you for your booking**