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# Terms and Conditions

## 1. ELIGIBILITY REQUIREMENTS

1.1 Each participant must be in possession of a valid Driver's License and must present this License at the initiation of the training program.

1.2 All participants are mandated to provide a Unique Student Identifier (USI). This can be procured by visiting the designated website at [www.usi.gov.au](http://www.usi.gov.au).

1.3 Participants are expected to wear long sleeve shirt, long trousers and fully enclosed footwear with adequate traction. Participants are advised to bring a hat, sunscreen, and protective eyewear.

## 2. ASSESSMENT PROCEDURE

2.1 The theoretical component of the program is assessed and conducted via the online learning management system (LMS) provided by Motor School.

2.2 The practical aspect of the program will be completed through in-person sessions.

2.3 In order to be eligible for the issuance of a Statement of Attainment (SOA), participants are required to successfully pass both the theoretical and practical segments of the program.

## 3. ISSUANCE OF STATEMENTS OF ATTAINMENT

3.1 Upon successful completion of all assessment activities, and in compliance with the Standards for Registered Training Organisations (RTOs) 2015 and Australian Qualifications Framework (AQF) stipulations, Statements of Attainment will be issued to participants, provided all due fees have been fully settled.

## 4. CANCELLATION POLICY

4.1 Given the unique nature of the training provided by Motor School, any participant wishing to cancel their enrollment must provide written notice to our Administration Department.

4.2 The aforementioned notice must be received at least three business days prior to any courses within Brisbane, and at least seven business days in advance for any courses outside of Brisbane.

4.3 Failure to adhere to this notice period or non-attendance on the booked date will result in the forfeiture of the course fee.

4.4 Motor School reserves the right to cancel any course due to inclement weather conditions. In such circumstances, participants may choose to either enroll for another course date or receive a refund of any payments made.

## 5. VEHICLE/MECHANICAL BREAKDOWNS

5.1 Motor School does not accept liability for any mechanical failures or breakdowns pertaining to participants' vehicles.

5.2 Participants bear the sole responsibility to ensure their vehicles are registered, in a roadworthy condition, and adequately insured for off-road use.

## 6. REFUND POLICY

6.1 If a participant wishes to request a refund of their payment, it must be done within the allocated time window.

6.2 Refunds requested within the allocated time window will incur a 10% refund fee. This fee is necessary to cover the costs associated with processing the refund once the payment has been received.

6.3 Requests for refunds must be submitted in writing to our Administration Department.

6.4 Motor School reserves the right to deny refund requests that fall outside the allocated time window.

Refund Policy in full: [Click Here](#)

## 7. INTELLECTUAL PROPERTY AND CONFLICT OF INTEREST

7.1 Motor School values the protection of its intellectual property, including but not limited to training processes, handbooks, and materials. To safeguard these assets, Motor School reserves the right to review participant affiliations and potential conflicts of interest prior to and during the course of training.

7.2 **Disclosure Requirement:** Participants are required to disclose any current affiliations with other Registered Training Organisations (RTOs) or entities that may pose a conflict of interest with Motor School's training programs. This disclosure must be made at the time of enrolment or as soon as such a conflict becomes known.

7.3 **Cancellation due to Conflict of Interest:** Motor School reserves the right to cancel a participant's enrolment if it is determined that such an enrolment poses a risk to the security or integrity of Motor School's intellectual property, or if the participant's affiliations represent a direct or potential conflict of interest with the core objectives of the training program.

7.4 **Refund Policy in Case of Cancellation:** In the event of enrolment cancellation under this section, Motor School will provide a full refund of any fees paid by the participant. The refund will be processed to the participant's card within 5-10 days following the cancellation notice. [Click here](#) for the Motor School Refund Policy.

7.5 **Notification:** Motor School will notify the participant in writing of any decision to cancel enrolment due to issues related to intellectual property protection or conflict of interest, including the reasons for such decision and information on the refund process.

7.6 **Appeal Process:** Participants whose enrolment is cancelled under this section may appeal the decision by submitting a written request to Motor School's Administration Department within 7 days of receiving the cancellation notice. The appeal should include any relevant information or clarification concerning the perceived conflict of interest or affiliation.