

TRAINING PASSPORT – TERMS AND CONDITIONS

General Terms and Conditions

1. Training Passport credits may only be redeemed on scheduled classroom training and online courses within the list of [Standard Passport Training Courses](#). They cannot be utilised for custom or on-job training courses.
2. Training Passport credits are valid for 12 months from date of purchase. Courses booked using the credits must take place within 12 months of date of purchase.
3. Training Passport credits cannot be combined with any other promotion or offer from Central Innovation for course bookings.
4. Training Passport credits must be utilised to book entire courses. Credits cannot be used for only specific days of a course lasting 2 days or more.
5. Training Passport credits cannot be redeemed for use for any other purpose other than that stated in clause 1.
6. Training Passport credits that are not utilised within 12 month of purchase date will expire and will not be eligible for a refund.

Rescheduling/Cancellation/Changes Policy:

7. Cancellations or rescheduling of training sessions must be actioned 7 business days prior to the commencement of the course. Failure to do so will result in the forfeiture of the training credit as per table below.

Time of change	Credit forfeited
Up to 2 Business Days of training commencement	100%
Within 3-7 Business Days of training commencement	50%
More than 7 Business Days of training commencement	None

8. Changes to Course Enrolment may be made by one of the following methods, subject to clauses 1 & 2.
 - Provide a substitute attendee to the course; or
 - Enrolment in the course may be changed to the same course at a future date; or
 - Enrolment in the course may be changed to an alternative course from the list of [Standard Passport Training Courses](#).
9. Changes to a course booking may only be made once; subsequent changes will result in the forfeiture of the training credit and a new booking will be required.

List of Standard Passport Training Courses:

STANDARD PASSPORT TRAINING COURSES

SOLIDWORKS Essentials

SOLIDWORKS Sheetmetal

SOLIDWORKS Weldments

SOLIDWORKS Drawings

SOLIDWORKS Advance Part Modeling

SOLIDWORKS Assembly Modeling

Best Practices in SOLIDWORKS

Administering SOLIDWORKS PDM

SOLIDWORKS Simulation

SOLIDWORKS Electrical Schematics 2D

SOLIDWORKS Electrical 3D