

BGL Corporate Solutions Pty Ltd

Training Terms and Conditions



Training Venues

Course venues are advised on confirmation of registration. Training details of all venues can be found on the BGL website at www.bglcorp.com.au. The number of participants will vary from state to state. BGL reserves the right to alter dates and times of courses as necessary. If you require clarification on our Terms and Conditions, or any further information, contact our Training Coordinator on 1300 654 401.

Payment

Registration and payments for courses can be processed through the BGL Client Centre at clients.bglcorp.com.au. BGL requires full payment of course fees on registration. All course fees are inclusive of GST. To ensure your place, BGL recommends you register early. Hands on Training Course fees include training materials, morning or afternoon tea and a light lunch for full day courses. (See previous pages for course fees).

Cancelling / Transferring Course

You can transfer between courses without charge, or cancel and receive a full refund as long as you advise BGL 7 working days before the scheduled course date. If you cancel or transfer your booking without providing 7 working days notice, the full fee will apply. However, an alternative candidate may be nominated in your place at no extra charge.

Minimum Number of Attendees

BGL reserves the right to cancel training courses where the minimum of five attendees are not registered for a training course. In the event a training course is cancelled, clients registered for the course will have option to transfer to another course or receive a refund of course fees.

BGL Training Facilities

If you require a computer training room, why not consider hiring the BGL Training Rooms located in Melbourne, Sydney, Brisbane and Perth. The training rooms contain individual PC's, a printer, whiteboard, data projector, air conditioning, internet access and tea and coffee making facilities. Morning and afternoon tea and lunch catering is also available.

Fees to Hire BGL's Training Room: Half day hire \$440 (inc GST) / Full day hire \$660 (inc GST)

External catering is charged on a per head basis.

For further information regarding BGL training venues, contact our Training Coordinator on 1300 654 401.

Expressions of Interest

If you would like BGL to provide hands on product training in your area, contact our Training Coordinator on 1300 654 401.

On Site Training

A BGL accredited trainer can visit your office and conduct the following courses on site:

Company Secretarial Requirements	(Half day)
CAS Introduction	(Full day)
CAS Advanced 1	(Half day)
CAS Advanced 2	(Half day)
CAS Refresher	(Half day)
Simple Fund Introduction	(Half day)
Simple Fund Advanced	(Half day)
Simple Fund Pensions	(Half day)
Simple Fund Refresher	(Half day)

Update Seminars

CAS Update Seminar	(Half day)
Simple Fund Update Seminar	(Half day)

On Site Training / Seminar Course Fees

Half day hands on training course

\$231 per participant (inc GST)

Simple Fund and CAS courses (excludes CAS Introduction)

Minimum 5 participants.

Full day hands on training course

\$331 per participant (inc GST)

CAS Introduction course only

Minimum 5 participants.

Simple Fund and CAS Advanced courses are separate half day courses. If two of these courses are held on the same day, they will be charged as two half day courses.

Half day update seminars

\$1,760 (inc GST)

Host your own Update Seminar for an unlimited number of attendees led by an accredited BGL trainer. This fee includes a 3 hour presentation and printed seminar notes for all attendees.

Clients will be required to meet travel and accommodation costs for trainers.

To make a booking or to obtain a copy of the BGL On Site Training Protocol, contact our Training Coordinator on 1300 654 401.

BGL Web Training

BGL web training sessions are live, interactive training sessions conducted over the Internet. You have the opportunity to ask your BGL Trainer questions throughout the session using your computer's microphone. Alternatively, you can use your telephone if you do not have a microphone.

BGL User Groups

BGL user groups are a discussion forum for BGL users; minutes are recorded of the discussion. The views expressed are those of the attendees and do not necessarily reflect the views of BGL. Comments relating to superannuation, tax or corporate law are those made by the attendees and may not be correct or appropriate for any person reviewing the minutes. You should consult your professional adviser to determine whether these comments are appropriate for your circumstances