



Financial Policies - Organisational Trainings

'Relevant training' refers to the training programme which has been agreed between 'the organisation' and SomaPsych.

'The organisation' refers to the entity which has requested the training from SomaPsych.

By engaging SomaPsych to facilitate the relevant training, you agree to the following terms and conditions regarding refunds and payments.

Fee amounts are agreed between SomaPsych and the organisation via mutual agreement.

Deposit

- ❖ A non-refundable deposit of 30% NZD of the total fee is required 30 days prior to the start date of training.

Payments

- ❖ All payments must be received in NZD.
- ❖ Full payment is required 14 days prior to the training start date.

Refunds

- ❖ The 30% NZD deposit is non-refundable.
- ❖ If the full amount is paid and the organization requests a refund more than 14 days before the start of training a refund will be issued, minus the 30% NZD deposit and an administration/processing fee of \$100 NZD.
- ❖ No refunds will be issued 13 days prior to the start date of the training.
- ❖ All refunds will be paid less any fees incurred from currency conversion.

Payment Plan

- ❖ Payment plans are a binding contract between the organisation and SomaPsych.
- ❖ Organisations who have a payment plan in place must pay in accordance with the amount and timeframes specified.
- ❖ Under circumstances that may require the payment plan to change, please immediately email the team at info@somapsych.org.
- ❖ If payments cease for any reason, legal action will be taken for collection.
- ❖ Full payment must be made 14 days prior to the training start date.

Deferrals

- ❖ A deferral is when a participant wishes to transfer their enrolment in a training or event to a later date.
- ❖ Deferrals are required to be received 14 days prior to the start date of training.
- ❖ The amount paid by the participant is the amount which can be transferred to another training or event. Additional payments may be required by the participant if any training or event fees increase.

Exceptional Circumstances

- ❖ In situations such as sickness or extenuating circumstances, please immediately email the team at info@somapsych.org. There is no guarantee that we can relax these policies. However, we will support you as best as we can.