

Registration, Cancellation & Payment Policy

These terms and conditions form part of Sacro Occipital Technic registration agreement with you and applies to seminars and events you have registered with, and plan to attend.

If you are registering for a SEMINAR or EVENT please ensure that you have read, and agree to, the following Terms & Conditions.

In these terms and conditions, all references to “us”, “our” and “we” mean SOTO Australasia.

Registration

- Places are limited so please book early
- Registrations close 5 days prior to the event.
- For registrations less than 5 days before the start of the event please call the office to confirm if any availability is available. A minimal \$25.00 admin fee is applicable, to late registrations.
- Participants are encouraged to register for our seminars online via our online interactive PDF form.
- Registrations are not taken over the phone. If you are unable to register on the interactive PDF, please print and email the form to the SOTO Office.
- A written confirmation will be emailed to the contact person upon receiving the registration within 5 days of receiving your registration. If you do not receive a confirmation, it is your responsibility to contact the office.
- An invoice will be attached to the confirmation along with details of start / finish times and what you are required to bring.
- All costs are inclusive of GST
- The registration fee includes printed course notes, and catered breaks during the session hours.

Eligibility

Our seminars are only open to registered, certified chiropractic professionals and chiropractic students only.

By booking a place at any of our seminars you are confirming that you are a registered chiropractor or student (students must be attending 3rd year above (or International equivalent) and therefore have the right to attend.

SOTO reserves the right to ask for confirmation of these credentials prior to admitting anyone to a seminar, and to refuse entry to a seminar to any individual who is unable to provide evidence of current registration.

No refunds will be offered to individuals booking a place on one of our seminars who subsequently are refused entry on eligibility grounds - it is your responsibility to ensure that you are eligible to attend the seminars you have booked.

Cancellation Policy

We understand that from time to time things come up that might prevent you from attending a seminar for which you have registered.

Cancellations will only be accepted in writing or by email to SOTO-A Co-ordinator.

Should you find yourself in a situation, please contact SOTO-A Co-ordinator to arrange one of the following options:

Refunds

- Cancellations received more than **30 days prior** to the seminar series starting or single session registered are entitled to a full refund.
- Cancellations received more than **14 days prior** to the seminar series starting or single session registered are entitled to a 50% refund.
- Cancellations received between **13 and 7 days prior** to the seminar, are entitled to a 30% refund.
- Cancellations received **less than 6 days prior** to the seminar you will not be eligible for any refund and will forfeit all fees paid.

Please note:

No refunds are available if you have registered for Full Series and have completed one (1) session of that series.

Deferral policy will be applicable – Please see deferral section.

If you need to travel to attend any seminar, we suggest that you talk to your travel agent or insurer about the purchase of travel insurance as protection against cancellations, postponements and emergencies.

SOTO Australasia and its organisers will not be held responsible in the event of sickness, natural event, or other disasters or disruptions including travel arrangements.

Late Deferral policy will be applicable – Please see deferral section.

Deferrals

Deferrals will only be accepted in writing or by email to SOTO-A Co-ordinator up to 7 days prior. Deferrals of the previous year's registration are valid for a one (1) seminar series calendar year from the original session.

Student Deferrals

There are no student deferrals available. Student must complete the series in the same calendar year.

Late Deferrals / Last Minute / No Shows

Deferrals not received prior to 7 days' notice will be classed as a late deferral. If you wish to rebook next year, a \$350.00 late deferral fee will only be payable per session required rebooking. Please refer to the rescheduling of deferrals Policy.

No shows

If you are unable to attend a seminar or course, have not applied for a deferral as per deferral clause above and do not notify SOTO-A in writing in due course prior to the event, you will forfeit all fees paid and charged the full registration fee.

SOTO Australasia and its organisers will not be held responsible in the event of sickness, natural event, or other disasters or disruptions including travel arrangements.

Payment Policy

All prices are in Australian dollars and payment must be in Australian dollars in full. For any international payments all bank charges must also be paid by the attendee, so the full amount in AUD is received by SOTOA.

Payment in full must be received ten (10) days prior to the first day of the seminar series. We cannot confirm your space until we have received payment. Payment can be made by direct credit or Credit Card (Visa or MasterCard only)

Credit Card: As per registration form or contact the office to make payment.

Bank Transfer to Commonwealth Bank of Australia

Bank Account Name: Sacro Occipital Technic

BSB 064 424 **Account** 1051 1477 **International Swift Code** – CTBAAU2S

Ref: FIRST Name, LAST Name, Seminar Location and please forward an email remittance advise

Payment Plan Policy

All prices are in Australian dollars and payment must be in Australian dollars in full.

Payment plans are only available on registrations via Credit Card, ensuring all funds are available on scheduled payment dates.

A one-off administration payment plan fee is payable and will be added to the first deposit payment.

35 % Deposit is payable on registration plus \$20.00 admin fee.

Second (2nd) payment payable is 30%

Third (3rd) payment payable is 20%

Fourth (4th) payment payable is 15 %

Seminar Series payment dates.

Initial 35 % Deposit is payable on registration

Second (2nd), will be deducted 10 days prior to Categories session (Total 65% paid)

Third (3rd), will be deducted 10 days prior to CMRT session (Total 85% paid)

and Fourth (4th) will be deducted 10 days prior to Cranial session (Total 100% paid)

All payment plans need to be finalised in the registered year. If you have deferred one session, payment will be taken as per that states session in the current year.

For all other event/ session payment plan details, please contact the office for specific payment dates, or refer to your invoice.

Credit Card Declines / Expiry dates

It is your responsibility to ensure that a current card is attached to your registration and payment plan.

Declined payments will incur a \$10.00 reprocessing fee

Rescheduling of deferral policy

Any deferrals are subject to seats being available in a seminar.

- Places are limited so please book early.

Any session that is deferred from the original session must be rescheduled to a session within one (1) seminar series calendar year from the original session.

Failure to re-register will result in previous fees paid will be will be forfeited.

To re-register you must

- Complete a current registration form ensuring all contact details & clinic details are up to date and correct.
- Tick all relevant sessions and locations you wish to attend.
- Advise via the notes section – That it is a deferral, with original location of registration. E.g. – Deferral Cranial Sydney 2018

A written confirmation will be emailed back after receiving your registration.

If you do not receive a confirmation, it is your responsibility to contact the office.

Attendance Policy & Verification

Each attendee must sign-in over the course of the weekend to receive credit for each individual module.

You will only be given credit for those hours you are actually in the room.

Accuracy of attendance sheets are verified by the proctor. Discrepancies between proctor and attendee for attendance will result in failure to receive classroom hour credit.

Student Attendance: Students are encouraged to also sign the Attendance Sheet to start accumulating SOT study hours.

- I agree to attend all hours of the seminar if I am accruing credits towards CE or SOT Certification.
- I will only receive credit for the hours I am in the classroom, which is verified by my attendance signatures over the course of the weekend.
- I agree to arrive to the module on time in the morning, after each break and to stay until the class is over.
- I agree that the assigned proctor for each location reserves the sole discretion to verify my signature and attendance hours.
- I acknowledge that my physical *and* mental presence is required to receive credit for class hour attendance.
- I acknowledge that NO video or audio recording is permitted at any of the modules. Unauthorized recording and distribution of materials will lead to dismissal from the program and face additional, legal retribution.

SOTO Children in Class

SOTO A allows and supports breastfeeding mothers. However, the noise level from the attending infants must be minimal at the seminars.

As parents, we get accustomed to the little sounds that our children can make. This can be very distracting to those who do not have children. We are asking parents to be overly sensitive and as soon as a child makes a noise (either pleasant or not) to leave the room. In this way all attendees will be respectful of others and their ability to concentrate at the seminars.

We have found that children over 9 months of age are unable to sit quietly through a day session. Not only is it distracting to other attendees but the time the parent has to spend out of the room will affect attendance hours and may require make-up.

Children of all ages are welcome in those classes during specific times where the instructor has invited parents to bring them for demonstration purposes.

Suggestions for children in class:

It is our strong recommendation that parents have an assistant present with them during the weekend who is able to tend to the child and yet have the child on-site for breastfeeding or other irreplaceable needs. Some parents will set up a baby monitor in the classroom, and in the hallway. This way, if they need to leave the room for a brief time, they are able to continue to listen to the class.

All the fine print of the Terms & Conditions

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Intellectual Property

All material relating to the Seminar for which you are enrolling whether presented during, before or after the Seminar, is subject to copyright and other intellectual property rights. The copyright in all such materials remains the property of SOTO-A and may not be recorded, used or reproduced, without the written permission of the copyright owner. You agree to not, at any time, do anything that would infringe the intellectual property rights in such materials.

Security

SOTO-A does not store credit card details in any database.

Privacy

Information gathered, stored and disseminated necessary for your attendance at SOTOA – Seminar Series will be in accordance with the federal Privacy Act 1988. Email may be used for SOTO- A marketing and fundraising purposes.

SOTO-A reserves the right to take photographic or film records of me and any program. I understand that SOTO-A may use such records for promotional and/or commercial purposes without limitation, payment of a fee and without liability.

We may occasionally contact you primarily for the purpose of direct marketing or market research.

Seminar Changes / Cancellations

Courses, seminars and conferences may be cancelled or postponed due to low registration, or other unforeseen circumstances. In such an event, the registrants will be notified via email in writing as soon as possible, and where applicable seminar fees refunded, credited or transferred to another seminar as soon as possible. We will endure to give as much notice as possible.

SOTO Australasia is not liable for any costs or charges incurred in the event that any seminar is cancelled or postponed due to low registration numbers or unforeseen circumstances. This includes charges imposed by travel agencies, rental car companies, airlines, shuttle services, and/or hotels. If you need to travel to attend any seminar, we suggest that you talk to your travel agent or insurer about the purchase of travel insurance as protection against cancellations, postponements and emergencies.

Waiver & Release of Liability, Hold Harmless Agreement & Assumption of Risk

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SOTO Australasia is a Chiropractic educational and research organisation which conducts seminars and workshops based on chiropractic techniques developed by Dr. M.B. DeJarnette.

The workshop participant hereby certifies they are a licensed Doctor of Chiropractic or an enrolled student in a chiropractic college recognised and approved by us. In consideration of the above, the participant, being allowed to participate in any SOTO Australasia sponsored workshop, I agree as follows:

I understand certain dangers may be caused by my own actions or inactions or the actions or inactions of others participating in techniques demonstrated in the workshop and performed by me. I understand the nature of chiropractic activities and acknowledge my experience and capabilities and believe I am qualified to participate in such activity. I also further acknowledge that I am aware that the activity will be conducted in facilities open to the public during the workshop activity.

I understand that SOTO Australasia workshop activities performed by me may involve risks and dangers of serious bodily injury, including permanent disability, paralysis and potential death. There may be other risks and social and economic losses either not known to me or not readily foreseeable at this time and I fully accept and assume all such risks and all responsibility for losses, costs and damages incurred as a result of my participation in the activity.

I hereby release, discharge, covenant not to sue and agree to hold harmless SOTO Australasia, their instructors, members, administrators, directors, agents, officers, volunteers, employees, other participants, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the SOTO Australasia workshop takes place from all liability, claims, demands, losses or damages on account caused or alleged to be caused in whole or in part by my participation in any workshop activity, including negligent rescue operations. I further agree that if anyone on my behalf makes a claim against any of the above-named parties, I will indemnify, save and hold harmless each of them from any litigation expenses, attorney fees, loss liability, damage or cost any may incur as the result of any claim.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any assurance of any nature and intend it to be a complete and unconditional release of all liability to the extent allowed by the law