

Terms and Conditions for Plain Language Workshops

These are the terms and conditions for the Victoria Law Foundation (**VLF**) Plain Language Workshops.

VLF Plain Language Workshops are delivered online by our provider, Words & Beyond.

Fees and refunds

1. The Plain Language Workshop (**Workshop**) fees are listed on the [VLF website](#).
2. All Workshop fees are GST inclusive unless otherwise indicated.
3. Payment of fees is required at the time of registration.
4. VLF will not guarantee registration for a Workshop until payment has been received.
5. A registrant may nominate a substitute to attend in their place, provided that VLF is notified of the change by email to events@victorialawfoundation.org.au prior to the commencement of the Workshop.
6. If a registrant has already sent their preliminary exercise submission and/or writing sample to VLF prior to nominating a substitute to attend in their place, the substitute will not be entitled to also submit a preliminary exercise and/or writing sample and receive written feedback on those documents from the Workshop presenter.
7. Registrations cancelled less than 7 days before the commencement of a Workshop will not be refunded.
8. All requests for refunds 7 or more days before the commencement of a Workshop must be made in writing to events@victorialawfoundation.org.au. Following receipt of the request, VLF will refund the amount of the Workshop fee minus \$3.50 for administrative costs.

Priority registration period

9. The priority registration period for each Workshop is listed on the [VLF website](#).
10. During a Workshop's priority registration period, only people who work at one of the following organisations are eligible to register for the Workshop:
 - a. a Victorian Community Legal Centre;
 - b. the Victorian Aboriginal Legal Service;
 - c. Djirra;
 - d. Victoria Legal Aid;
 - e. any other Victorian community organisation that provides legal information and/or advice

(Eligible Priority Registrant).

11. After the priority registration period closes, any person whose work involves the provision of legal services, information and/or advice in Victoria is also eligible to register for the Workshop, regardless of where they work (**Eligible General Registrant**).
12. If a person who is not an Eligible Priority Registrant or Eligible General Registrant attempts to register for a Workshop, VLF will contact that person and arrange a refund.

Registration limits

13. A maximum of 2 people from the same organisation may register for each Workshop.
14. If the maximum number of registrants from the same organisation is exceeded, VLF will give preference to registrants in order of receipt of registration. VLF will contact the unsuccessful registrants and arrange refunds.

Registration confirmation

15. All registrants will be sent a confirmation email within 24 hours of receipt of registration. If you do not receive an email confirmation, please contact the VLF to ensure your registration has been received.

Alteration/Cancellation of Workshop

16. VLF intends to run the Workshops as advertised but reserves the right to make minor changes to any program without notice and/or to cancel or postpone a Workshop.
17. If a Workshop is cancelled or postponed, registrants will be offered the opportunity to transfer to the next available Workshop or receive a full refund.

Privacy

18. VLF is committed to protecting the privacy of your personal information. All information is collected and used in accordance with our [Privacy Statement](#). If you have an enquiry about our Privacy Statement, please contact the Business and Finance Manager at contact@victorialawfoundation.org.au.
19. By registering for a Workshop, you agree to VLF using your personal information to administer the Workshop, including to process your registration, provide you with access to the online platform and to contact you about the Workshop.
20. By registering for a Workshop, you agree to receive VLF communications. Should you wish to unsubscribe from these communications, you may do so at any time by emailing VLF at contact@victorialawfoundation.org.au.
21. Workshops are delivered by our provider, Words & Beyond. By registering for a Workshop, you understand and accept that VLF will provide your name, position and organisation to Words & Beyond before the commencement of the Workshop.

Acceptance

22. By registering for a Workshop, you acknowledge and accept these VLF Terms and Conditions for Plain Language Workshops.