

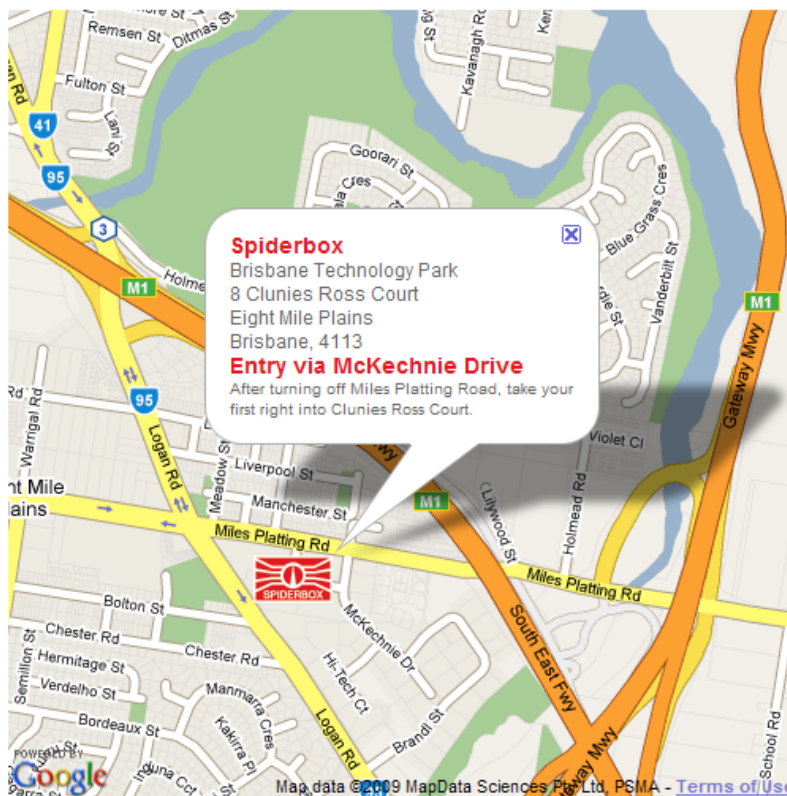


# Thank you for choosing Spiderbox

To ensure your training day goes as smoothly as possible, please take note of the information below.

We are located on the Ground Floor, 8 Clunies Ross Court, Brisbane Technology Park, Cnr. Logan & Miles Platting Roads, Eight Mile Plains Qld 4113. Entry via McKechnie Drive, then it's your first right into Clunies Ross Court.

ph: (07) 3318 9500, Email: [training@spiderbox.com.au](mailto:training@spiderbox.com.au)



If you are travelling by car, all day free parking is available within the technology park grounds.

If you are travelling by train or bus, we are a 10 minute walk from the Eight Mile Plains Bus Way.

## **Arrival Time**

Our Training courses begin at 9.00am and finish at 4:00pm. Please ensure that you arrive before 8.45am for registration. We will provide you with everything that need for a scheduled training course.

## **Refreshments**

Morning tea, lunch and afternoon tea are provided at intervals throughout the day. There will be a selection of lunches for you to choose. If you have any specific dietary needs, please let one of our staff know when registering on arrival.

If for some reason you are running late or are unable to attend your training course, please call us on 07) 3318 9500.

## **Cancellation/Rescheduling Policy**

### **Scheduled Courses**

If a course is cancelled or rescheduled within 7 working days of the course date, Spiderbox will charge a 50% fee of the total course cost. If a course is cancelled or rescheduled within 2 working days or less of the course date, Spiderbox will charge a 100% fee of the total course cost. One confirmed attendance date can be rescheduled without charge, per enrolment, where Spiderbox has been notified in writing at least 7 working days prior to confirmed date. All subsequent rescheduling will attract an administration charge of \$55 including GST.

All courses are subject to minimum enrolment. Spiderbox endeavours to ensure classes are conducted on scheduled dates, but reserve the right to alter dates as required.

### **Private closed group courses**

If a course is cancelled or rescheduled 10 working days prior to the course date a 50% reschedule/cancellation fee will apply. If a course is cancelled or rescheduled 7 working days prior to the course date a 100% reschedule / cancellation fee will apply.

Spiderbox endeavours to ensure classes are conducted on scheduled dates, but reserve the right to alter dates as required.