



SEA Australia
 Manly pavilion
 West Esplanade Manly NSW
 02 99077650
info@seaaustralia.com.au
www.seaaustralia.com.au

SEA Australia booking policies, terms & conditions

PLEASE FILL IN ANY BLANK DETAILS, SIGN AND RETURN

By email: office@seaaustralia.com.au Fax: 029907 6586

PLEASE ENSURE YOU READ ALL OF THE BOOKING TERMS & CONDITIONS PRIOR TO RETURNING THIS DOCUMENT

Date/s:.....School:.....

Booking reference number: (as per confirmation).....Contact:.....

Email:.....Mobile:.....

Confirmed numbers (will be invoiced).....

Or estimated numbers to be confirmed with 2 weeks of course date (see below):.....

I have read and agree to the terms and conditions (please circle) yes

Contact signature:.....

Booking Terms & Conditions

Deposit: 20% due within 28 days of booking confirmation received, unless other arrangements have been made with SEA

Balance: Due within 7 days after course completion

**In the event of programs (which are held at the end of the school term) - all fees must be paid prior to the end of that term.*

In-school program: This lesson is included in our level 1 and 2 programs, however must be taken up before November to allow for key staff to run beach programs, otherwise can be run as part of the practical program

Sport programs: As this is a surf education program – there is an in-school component. This lesson needs to be included in booking substituting a beach program, or will be activated on a day where the school may prefer to cancel the beach lesson. If no days are in need of cancellation – the lesson will take place on the beach later in the term

Cancellations by the school

Prior to 28 days of course date: Deposit - Fully refundable

Within 28 days of course date: Deposit - Non-Refundable, can be applied to another booking

Within 14 days of course date: Deposit - Non-Refundable

Within 7 days of course date Deposit - Non-Refundable, Fee: 50% of course fee invoiced

Cancellations by SEA

If a cancellation is deemed necessary by SEA staff on the day - in consultation with council lifeguards due to dangerous weather/surf conditions (see below), then the original deposit will be applied to an alternative date, if no alternative date can be set – the deposit will be refunded. **In the case of sport programs – please see above** Beaches can sometimes be closed – due to surf conditions or marine stingers. It is difficult for SEA to gauge if or when this will occur as it is at the directive of council lifeguards each day. If the beach is closed - SEA will endeavour to take the in water program to a flat water venue or if available - another beach, and improvise the program with beach activities, surf education and coastal/beach walks. If your school does not wish to participate in this improvised program on the chance the beach is closed - please let us know beforehand so we can endeavour to advise the school before travelling to the venue - if the beach may be closed

Attendance: 100% of **confirmed** numbers will be invoiced, irrelevant of how many less show up on the day. **Any reduction/increase in participant numbers must be communicated by email to our office – office@seaustralia.com.au.** If we do not receive notification of numbers within 14 days of the course date – the confirmed numbers or estimated numbers as per this booking policy will be invoiced, as well as extra participants who attend the course

Note: As our staff receives their roster 2 weeks prior to each course, we need the school to understand and adhere to our attendance policy. We trust that all participants will be charged by the school regardless of their attendance on the day, if this is not the case please advise us in advance and suggest that you **reduce** the estimated student numbers. If numbers decrease we are still obligated to our staff rosters, if numbers increase we are able to add extra staff to the program

**** Please confirm numbers by email no later than 14 days prior to booking date or student numbers will be invoiced as per the original booking confirmation***