

Hunter Women's Centre (HWC) Courses/Workshops Booking

Terms & Conditions

If you are interested in attending any of the courses/workshops offered at Hunter Womens Centre please phone **49682511** to make enquiries

There may be a limited amount of places for all HWC courses/workshops from any current mandated Covid-19 Restrictions which has resulted in HWC needing to make a few vital changes to our course/workshop enrolment process.

When you ring HWC:-

- You will be placed on an Expression of Interest Registration List (EOI) for the particular courses/workshop
- Some courses/workshops have a telephone intake requirement as part of the process
- There is a 3 workshop maximum booking capacity per client per term. Due to restricted participant numbers, priority will be given to those who have not attended the particular course/workshop previously.
If however, you do want to attend again or more workshops, you can be placed on a list for any late cancellations.
- If you are a carer of a person who would like to attend our courses/workshops, please note your client will need to have the capability to attend within a group environment by themselves.
The Carer is welcome to wait on premises for their client.

When the exceptional circumstance arises when a client absolutely requires a carer to be within the group setting, a conversation with the workshop/group facilitator will need to occur to determine if the group/workshop is firstly suitable to the client's needs or if the workshop/courses needs to be adapted slightly to help meet their needs.

If a carer/support worker is accepted into the group as necessary to support the client's needs within the group setting, and on the day of the group the carer/support worker is not able to attend, please note that the client will not be accepted into the group, in respect of their wellbeing and safety.

Please advise at time of booking.

Course/workshop Fees

To **confirm** your place in a course/workshop–

- you will need to pay the course fee in advance and within 5 working days of placing your name on our EOI List (*after any required intake*)

If this fee is not received within the 5 days your name will be removed from our list, which would free up the position for another interested participant or someone who is waiting on the EOI list.

Payments can be received via:

- phone
- direct deposit
- in person at Hunter Women's Centre, Mayfield

Invoices can be sent via email to services supporting clients but confirmation of a place in the courses/workshop is also by payment.

Discounted fees will be considered in situations of hardship - please discuss with HWC Administration

Registration Payments are non- refundable

(You may apply to the Manager for special circumstances- however the refund will be returned via the method of payment which may take up to 7 working days)

Morning Tea/Afternoon Tea or a light snack is provided with each workshop/group

Please notify any allergies/dietary requirements at time of booking

The Fee charged for all Workshops/Groups covers administrative processes and catering costs