



## School Conditions © 2021 and 2022

YOU AGREE TO OUR SCHOOL CONDITIONS TO ENROL IN OUR COURSES

### 1. **In enrolling in our courses, you agree to our School Conditions**

In enrolling in our courses, you must read and agree to all our School Conditions. Conditions are upgraded from time to time and will not affect the price of Students already enrolled.

SCHOOL REGISTRATION AND ENROLMENT IN OUR COURSES

### 2. **You must register with our School and enrol in our courses using correct information**

REGISTER WITH OUR SCHOOL

At Registration, the first and last names you provide us must be the name on your passport, national identity card or another official document. Our Registration button is on our Home page <https://www.nolanschoolofprocurement.com>

ENROL IN OUR COURSES

<https://www.nolanschoolofprocurement.com/academiccourse>

- You must provide us with your first and last names which must exactly match your name on your official identity document.



- You must provide us with an image from your passport, national identity card or another official document. The image must contain your photograph and full name.

### **3. Etiquette in our Zoom Webinars**

- You must not use another person's Zoom account or email address to attend Webinars or submit homework. We treat this as fraud and de-register Students who do this.
- When you enter our Zoom Webinars, please use an email address and name with which we can identify you.
- Enter with your microphone muted and camera off.

### **4. Your information privacy**

We treat your information, including your Registration, homework and performance results, as confidential and in accordance with the Privacy Act of Australia (1988). We will not sell or share your information or your images with other organisations or individuals. Review our Qualification Verification service at <https://www.nolanschoolofprocurement.com/verify>

### **5. How we use email and mobile text to contact you**

We will only email you from

[support@nolanschoolofprocurement.com](mailto:support@nolanschoolofprocurement.com)

You will receive Whatsapp and mobile text reminders about upcoming Webinars. You will never receive an email or Whatsapp or mobile text from us asking you to provide your information or passwords. If you do, it is a Scam. Delete the email or text.

When we email our Students a Webinar link, we use email BCC. This means we send email in a way that other Students cannot see your email address. We BCC email you a course Webinar link and homework days in advance of each course Webinar.



After each Webinar we BCC email you Exam Preparation notes and homework based on the Webinar. We mark homework within 1 week of receiving it and return homework results by email.

## 6. You must download Zoom and conduct a Zoom test

You must be logged into your Zoom account to open our Webinars, otherwise you will receive an error.

You must be able to use Zoom to attend our Webinars. It takes time to setup and test Zoom, so do this on your PC/laptop computer and mobile phone well in advance of your first Webinar. Our School is not liable if you purchase one of our courses and you cannot use Zoom or have reception issues. We do not offer Zoom technical support.

Sign up with Zoom

<https://zoom.us/freesignup/>

When signed up, conduct a Zoom test to check your Zoom works <https://zoom.us/test>

If you are attending on a **PC/laptop**, our email Webinar link should open a Webinar in your browser.

If you are attending on a **mobile phone**, you must download the free app first before the Webinar can open, or you are likely to receive an error.

## LINKS TO DOWNLOAD ZOOM SOFTWARE ON A MOBILE PHONE

Zoom is free to download.

Download Zoom on Android mobile phones

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Download Zoom on Apple mobile phones

<https://apps.apple.com/us/app/id546505307>



## **7. If we are unable to deliver a Webinar on a scheduled date**

If our School has a reception issue or another problem and we need to reschedule a Webinar, we will promptly notify you by email and Whatsapp or mobile text message when the problem occurs. We will likely push the cancelled Webinar to the next scheduled Webinar time.

## **PROPER USE OF OUR CONTENT IS STRICTLY ENFORCED**

## **8. Our School and course content is copyright © and enforced**

Our branding, course names and content; namely, our logo, live and recorded Webinars, Exam Preparation notes, emails, homework and Exams is our School's intellectual property and is copyright. Our logo is a registered trademark. Our content is original material for your personal consumption only. You must not copy, photocopy, photograph, screenshot, record or share our content with anyone or post it online or sell it, including on social media.

If you would like your staff to learn with our School, we have competitively priced packages. Email us on [support@nolanschoolofprocurement.com](mailto:support@nolanschoolofprocurement.com)

## **9. You may share our marketing material on social media and by email**

You are permitted to reshare and re-post our marketing material on social media and by email if the material you are sharing was posted by us in a public forum (by example, you may re-share our LinkedIn Post about a free Webinar) and you do not modify the material.



## **10. You must not share our links to our paid content with anyone else**

YOU MUST NOT SHARE OUR PAID COURSE WEBINAR LINKS, HOMEWORK, ASSIGNMENTS, RECORDINGS AND EXAMS

You must not share links to our paid course Webinars, to our homework, assignments, recordings and Exams with anyone else. This is to protect our intellectual property, to maintain the integrity of your hard-earned qualifications, and to mitigate against cybersecurity threats. Students who share paid course Webinar links, homework and Exams with other people will be de-Registered and removed from our courses without a refund. We reserve the right to seek legal action against Students who attempt to sell our course content.

WE MONITOR STUDENT ATTENDANCE IN OUR WEBINARS

We monitor the cumulative time of Students in our Zoom course Webinars.

PASSING AND ATTAINING A COURSE CERTIFICATE

## **11. Academic and other requirements to attain a course certificate**

Attaining a certificate in any of our courses means you have met our academic completion requirements, which are:

- Compliance with these School Conditions.
- Provision of correct enrolment identification.
- Attendance at course Webinars.
- Satisfactory completion of homework, submitted on time.
- Minimum result of 70% across all Student deliverables.
- Course fees paid.



Students who miss Webinars and submit poor quality, incomplete or late homework are unlikely to be sufficiently prepared to pass our Exams.

## **12. Retaking Exams**

Students who attend our Webinars, do their homework or assignments, and prepare properly for Exams should graduate. In our Certificate in Procurement Fundamentals, if you do not graduate, you may attend the next available Exam at no additional charge. If you do not pass your second attempt at an Exam, you need to re-enrol in the Certificate to re-take the Exam at the current course price stated on our website.

## **13. Course certificates do not expire**

Our course certificates do not expire, and we do not require you to re-take our courses to maintain the validity of your certificates.

## **PAYMENT**

### **14. Course pricing**

The pricing of our courses is advertised on each respective course page on our website. If a price is incorrectly quoted on our website (by example, owing to a typo), we reserve the right not to honour the erroneous price.

Pricing is in Australian dollars inclusive of taxes. Pricing is subject to change without notice. Full payment must be made prior to commencement of any course unless there is a Payment Plan for the course advertised on our website.

We approve payment plans at our sole discretion to Students who are employed in a permanent role. It is your responsibility to ensure that payments are made on time. If your payment is late, the School will suspend your course until you have made the late



payment. We do not refund Students if they are suspended and request a refund.

## 15. **Payment Gateways**

We require payment in Australian dollars and by one of our Payment Gateways. Students in Nigeria must pay the equivalent enrolment fee in Naira to our Nigeria Bank account. When your payment clears, we will send you an email containing our Receipt and the link to your first Webinar.

## OUR REFUND POLICY

### 16. **Refund**

If you want a refund, email us no later than three (3) calendar days after your first Webinar and we will provide you with a full refund. After this date, you agree that full or partial refund is at the sole discretion of the School.

## CALENDAR

### 17. **Calendar of course dates**

Course Webinar and Exam dates are scheduled in advance. Students enrolling in our courses will receive a Calendar of Course Webinar dates. Our course Webinars are advertised in Brisbane Australia time. When we send Students an email with a Webinar link, we include the time zones which Students advise us on enrolment.



## 18. **School is closed on some global public holidays**

Our School is closed and does not hold Webinars on these holidays:

- New Year's Eve and the day after New Year's Eve.
- Easter Friday until Easter Monday.
- First night of Ramadan and Eid al-Fitr (last night of Ramadan).
- Christmas and the day after Christmas.

## CAVEATS

### 19. **We cannot guarantee you will attain or maintain a job**

We cannot guarantee that enrolling in our courses will result in you being successful in a Procurement job interview, in attaining a more senior Procurement job or in maintaining employment in a Procurement job. There are many reasons why people are not successful in a specific interview or job, including but not limited to, their relevant work experience and their performance and interpersonal skills.

### 20. **Our content is information not advice**

The information you learn in our School is to be treated as general information. It is not career, commercial, financial, human resources, investment, legal, migration or Procurement advice specific to your, or your organisation's, situation.

It is your responsibility to ensure that procurement and contract decisions are properly considered and not simply copied from our content. If you do not understand information within a contract, is important to seek competent commercial or legal advice prior to entering into an agreement with another party.





## 21. **No waiver of rights**

No failure by the School to insist on the performance of a condition in these School Conditions will constitute a waiver. This means that if we allow you to bypass one of our rules once (e.g., we give you an extra day to complete homework), you must not interpret it as if we will allow future homework to be completed late or that we have changed our School Conditions.

## QUESTIONS ABOUT SCHOOL CONDITIONS

For questions relating to these School Conditions, payment or our courses, email us at [support@nolanschoolofprocurement.com](mailto:support@nolanschoolofprocurement.com)

Our business hours are 9am - 5pm weekdays Brisbane time. If there is a delay in our response, it may be because you emailed us outside of our business hours.

End of School Conditions.