

Asialink Leaders Program ('Program')

Terms and Conditions

Program Fee & Payment

The Program Fee will be invoiced by the University of Melbourne (on behalf of Asialink Business) and is payable within 30 days of the date of the invoice*.

Please note:

- The Program Fee covers all costs relating to the scheduled Program and excludes any travel expenses such as flights and accommodation that you may incur in order to attend the Program.
- Asialink Business reserves the right to refuse entry into the Program if payment has not been made in full by the due date.
- Your place in the Program is not confirmed until full payment of the Program Fee is received.
- Please pay your Program Fee via one of the payment options on your Program Fee invoice and note that your Program Fee invoice is also your tax receipt; the University of Melbourne will not be issuing a separate receipt once payment is made.

**If you have been offered a scholarship or have a corporate member place on the Program, please refer to the Program fee arrangement specified in your Letter of Offer (email).*

Inclusions and Exclusions

Meals

Meals are included as part of the Program Fee for those in-person Program sessions which run for a full day, being morning tea, lunch and afternoon tea, and where included as part of the Program schedule, dinner.

Asialink Business will endeavor to accommodate any dietary requirements that are made to us in advance by Program participants; however the variety and availability of dietary options is subject to venue and catering availability.

Program Materials

The Program Fee includes all hard-copy Program materials.

In addition, Program participants will also be provided with access to various online tools and materials and must not share their usernames or passwords with individuals outside the Program. Asialink Business reserves the right to terminate a participant's access to online tools or materials if we reasonably believe that the same login details are being used by more than one user.

Accommodation, Flights and Ground Transfers where required for attendance at in-person Program events

Travel costs such as flights, ground transfers and accommodation expenses are **NOT** included in the Program Fee.

Program participants are expected to make their own travel arrangements and cover their travel costs.

Hurdle Requirements

Participants are expected to attend all scheduled Program sessions, which may be delivered via a combination of in-person and virtual sessions.

In order to successfully graduate from the Asialink Leaders Program and enter the Alumni network, participants **MUST** complete the following hurdle requirements:

- attend a minimum of 85% of all the scheduled Program sessions - determined by hours of attendance;
- attend the entirety of the three multi-day modules; and
- successfully complete all outcomes and deliverables of the Workplace Project as outlined by Asialink Business.

Withdrawal and Deferral by you

Withdrawal from the Program

If you wish to withdraw from the Program you must notify us in writing via email as soon as possible.

Please note however:

- where we receive notice of your withdrawal less than four (4) weeks prior to Program commencement, you will be entitled to a partial refund of your Program Fee being equivalent to 50% of the total Program Fee; and
- no refunds will be provided where we receive notice of your withdrawal **after** the Program has commenced as places are limited and we will not be able to allocate your position in the Program to another participant once the Program has commenced.

Where your withdrawal from the Program is due to extenuating circumstances, you may apply for an exception to the above refund policy which will be considered by Asialink Business at its sole discretion.

2

Deferral

You may apply to defer your participation in the Program for a year due to extenuating circumstances.

Please note however:

- Asialink Business will consider your deferral request at its sole discretion;
- you will be required to pay the difference (if any) between your Program Fee and the Program Fee in the subsequent year, prior to commencing the Program in the subsequent year;
- you will need to discuss your individual circumstances with, and have the approval of, the Program Manager to applicable Program arrangements for the following year; and
- Asialink Business reserves the right to charge you an administration fee of up to \$1000+GST in order to offset any of its costs or expenses incurred due to your deferral.
- Where your place in the Program is funded by your employer and your employment status changes prior to the commencement of, or during, the Program (e.g. due to a change in employment or a redundancy), Asialink Business will require the funding party (whether this is your previous employer or new employer) to provide a written endorsement that you will participate in the Program.

Program cancellation or amendments by Us

While Asialink Business will endeavor to provide participants with Program events in accordance with the Program schedule, we nevertheless reserve the right to cancel, delay, modify or change the delivery mode of scheduled Program events at any time in our absolute discretion (noting that in most cases, we will use our best endeavours to redesign the Program offering than cancel scheduled Program events).

Such cancellation, delay or modification may be due to various reasons, including extreme events outside of our control (e.g. Acts of God, flood, fire, terrorism, government action, strikes and riots) or speaker/ facilitator illness or unavailability.

Where we decide to cancel, delay or change scheduled Program events, we will endeavor to provide Program participants with prior notice as reasonably practicable, particularly with respect to those Program events which are scheduled to be provided via a face-to-face setting.

Asialink Business assumes no responsibility for any cancellation fees, refunds or costs associated with changes or cancellation of your travel and accommodation arrangements which you may incur with third-party providers.

Copyright

Asialink Business (University of Melbourne) owns the copyright in all Program materials (including hard copy and online materials) and reserves all rights with respect to these materials.

Program materials are provided to Program participants on a non-exclusive, royalty-free basis so that Program participants can undertake the Program and refer to the materials for their own personal and internal (non-commercial) business purposes.

Program participants must not reproduce or disseminate Program materials to third parties without our prior express consent and agree that where Asialink Business has identified that a particular Program event is to be held under Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.