



Terms and Conditions – MoAD Digital Excursion Programs

We're looking forward to you joining us for our free digital excursion program/s.

Please read and agree to the following Terms and Conditions to confirm your booking and return your signed form to digitalexursions@moadoph.gov.au

Confirmation of booking:

After a program enquiry has been made and a date/s and time/s for the program/s reserved with the MoAD team, the following steps are required to ensure your booking is confirmed.

- School to download the free Zoom application to an appropriate device (Zoom Set Up Instructions will be sent at the time of booking enquiry)
- School to complete an internal test of the Zoom application to ensure no firewalls exist and that cameras and microphones are connected correctly (see Set Up Instructions that will be sent out)
- School to complete a successful scheduled test connection with the MoAD Digital team at least two weeks prior to the scheduled program/s

Your booking will be confirmed when you have successfully completed your test connection with the MoAD Learning team. If a booking is still unconfirmed two weeks out from a digital excursion, the booking may be cancelled.

Cancellation/Non-arrival:

- Booking alterations and/or cancellations require a minimum of 14 days' notice prior to a digital excursion program
- Cancellations fewer than 14 days ahead of the scheduled program will result in a program cancellation fee of \$50 per digital program
- If the School fails to connect for a digital excursion at the booked time this will result in a fee of \$50

Yes I agree to the Terms and Conditions as outlined above.

Name: _____

Signed: _____

School: _____

Date: _____

Date/s and time/s of booked digital excursion program/s: _____