

## **Conditions of Participation in Executive Short Courses at Prato Centre, Monash University**

1. Participants must meet any prerequisites for participation in the applicable short course, as set out in the short course information materials, and Monash University reserves the right to reject applications from applicants who do not meet the prerequisites.
2. In order to successfully complete the short course, participants are required to attend at least eighty percent (80%) of the short course program and participate in the program to the facilitator's reasonable satisfaction.
3. The short course is not a tertiary award accredited in accordance with the Higher Education Standards Framework in Australia. Upon successful completion of the short course, participants will receive a certificate of participation but do not receive a tertiary degree, diploma, certificate or other accredited award from Monash University. Replacement certificates of participation are not available.
4. Participants in the short course are not enrolled as students of Monash University.
5. Participants agree to take reasonable steps to protect their own safety and not to engage in any activity that may harm other participants.
6. Monash University reserves the right to exclude a participant from the short course program where Monash University determines that the participant has engaged in Misconduct. For the purpose of these conditions, **Misconduct** means conduct that is contrary to accepted standards of behaviour as determined by Monash University.
7. Any participant who is excluded for Misconduct under condition 5, will forfeit any fees paid towards the short course.
8. Monash University reserves the right to cancel or reschedule the short course due to low registrations or unforeseen circumstances. In the event that Monash University cancels the course, all course fees will be refunded to participants in full. Monash University is not responsible for any other costs, claims, liabilities or compensation in the event of cancellation.
9. Monash University will only grant refunds for withdrawals of participants in accordance with the refund policy set out in the short course information materials. In the event that a participant cannot attend a short course, the participant may nominate a substitute participant prior to the commencement of the program, provided that the substitute participant meets any prerequisites for the short course.
10. Participants can submit any concerns, complaints or queries to the course administrators:

### **Italy**

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### **Australia**

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