

BOOKING TERMS & CONDITIONS

RUNNING TIME

Start Time: 10 am
Lunch: 30 minutes
Finish: 2 pm

STUDENT SUPERVISION

Earth Ed educators aim to facilitate and enhance the student's experience at the centre. Visiting teachers are required to supervise and participate in all aspects of a visit to Earth Ed.

SUN SMART

Earth Ed is a sun smart facility and we encourage all schools to maintain their own policies whilst visiting the centre.

LUNCH / BREAKS

Depending on the program you have selected, students will be given the appropriate amount of breaks. Please ensure that students bring all their own food as there is no facility to purchase snacks or lunch onsite. All students are encouraged to utilise our outdoor areas at this time except in the case of inclement weather.

SUBSIDISED BUS TRAVEL (GOVERNMENT SCHOOLS)

Earth Ed offers fully subsidised bus travel for Government schools. Please also note that this bus travel will be with the company of Earth Ed's choice. We will book your bus and send you a confirmation of the details.

PAYMENT (NON-GOVERNMENT SCHOOLS)

Upon registration, Earth Ed requires schools to book for an approximate number of students. Final confirmation of numbers and full payment is required 7 days prior to your visit. After this time no refunds will be given if student numbers change and any additional students will be invoiced post visit.

CANCELLATIONS

Earth Ed must be advised of any changes to numbers or cancellations at least 4 weeks prior to the visit. Any school that cancels a booking within four (4) weeks of their scheduled program date will be charged a cancellation fee of \$24 per student booked in. Extenuating circumstances will be taken into consideration.

Earth Ed reserves the right to:

- Reallocate your place if payment procedures are not followed, or we are unable to confirm your booking;
- Modify program content in line with demand and availability of resources at any time; and
- Vary fees for a program, impose administrative charges on overdue accounts or refuse to accept subsequent booking requests from schools that fail to pay a cancellation fee.

We hope you enjoy your visit!

<http://earthed.vic.edu.au>
admin@earthed.vic.edu.au 5337 2090