

SUBSCRIPTIONS

Period of Subscriptions

1. When you purchase a subscription service we will send you a confirmation email advising when your services will commence. All subscription services including one-year subscriptions are provided on a monthly recurring basis until terminated in writing by either you or us, and after termination the services expire at the end of the next calendar month. One-year subscribers will continue on a monthly basis for twelve months, and monthly thereafter at the then current monthly fee.

Updating Packages

2. Some subscription services are priced according to your desired package and also according to the number of your staff. If your business circumstances change you may no longer qualify for the existing package you have subscribed to. You are required to notify us in writing of the change and we may require you to move to another package. You may upgrade packages at any time by terminating the existing package and subscribing to the new package.

Access to Events

3. Where your subscription service includes access to seminars or webinars we will require you to accept booking terms and conditions relating to the event when registering your delegates.

Benefit of Subscriptions

4. Subscription services and all included products and services including those provided free are only for the use of the nominated customer and are non-transferrable to other or related entities unless authorised in writing by us. You are not entitled to a refund of any unused subscription inclusions, including those that have limitations on their availability.

Changes to Services and Fees

5. Monthly subscription service fees and services may change at any time. We may introduce new fees, or add, subtract or vary the subscription services from time to time; we will however provide at least one month's notice to your nominated email address of any changes. If you object to any such change you may terminate your subscription before the change comes into effect. If you do not cancel your subscription within that period we will deem you to have accepted the change. One-year subscribers will be unaffected by fee increases except where they relate to changes in subscription service package or staff numbers.

Payment Authorities

6. We may continue to use your existing payment authorities
 - a. For new subscription fees and/or services providing we have given you at least one month's notice of the intended change; and
 - b. For monthly subscriptions following the expiry of a one-year subscription.

Termination of Subscriptions

7. Either we or you may without giving a reason terminate Subscription Services by giving at least one month's written notice prior to the beginning of the next billing period.

We may immediately terminate access and use of any part of your package at our sole discretion

- a. In the event of non-payment; or
- b. If we believe you may be breaching any of these subscription service terms or the website terms and conditions. In such circumstances we will refund any subscription service access fees relating to days beyond the termination date less any fees outstanding from you.

Expiry of Access

8. Upon termination, other than immediate termination, your access to the existing subscription services will expire at the end of the next calendar month. One-year subscribers will be entitled to a refund of subscription service access fees paid for the months beyond the next calendar month end, less an adjustment based on the then current monthly subscription service fee.