

Terms and Conditions

Effective for all bookings scheduled within the 2026 calendar year.

Minimum Session Price

Health & Wellbeing Program - \$350

Relationships & Sexuality Education - Minimum charge equivalent to 20 students

Session Capacity Policy

There is a maximum capacity of 28 students per session for all Life Education Victoria (LEV) programs. This is to ensure the best educational experience for all students and staff.

If this limit is exceeded, an additional charge equal to the program's minimum session price will apply for each class that exceeds this limit.

This fee may be waived if approval has been granted by LEV in writing, prior to commencement of the booking.

Timing of Invoices

The payment terms on all invoices are 14 days.

All Primary School Programs - Upon allocation of the booking dates a non-refundable deposit invoice will be issued. The balance of the booking will be issued upon completion of the program.

Early Years Program - Upon allocation of booking dates an invoice will be issued for the full cost of the booking.

Reschedule Policy

All rescheduling requests must be emailed to hello@lifeedvic.org.au.

We kindly ask that you notify us at least four weeks in advance of your booking start date. If notification is provided after this timeframe, the following fees will apply:

- Primary School Programs = \$350 per rescheduled day
- Early Years Programs = \$150 per rescheduled session

Cancellation Policy

All requests must be emailed to hello@lifeedvic.org.au and a cancellation form will need to be completed to process the cancellation.

All Primary School Programs - We kindly ask that you notify us at least 4 weeks in advance of your booking start date. If you don't notify us within this timeframe a fee of \$350 per cancelled day will apply.

Any remaining balance of the deposit invoice will be credited to the school account. This credit is valid for 12 months from the date your booking has been postponed and can be applied to a future booking.

Early Years Program - We kindly ask that you notify us at least 4 weeks in advance of your booking start date. If you don't notify us within this timeframe a fee of \$150 per cancelled session will apply.

Credit Policy

If your booking cannot proceed due to external significant circumstances (i.e epidemic/pandemic, natural disasters, government closures, etc.), the deposit invoice will be credited to your account.

This credit is valid for 12 months from the date your booking has been postponed and can be applied to a future booking.

Intellectual Property

All programs, workshops, training materials, lesson plans, digital content, resources, publications, images, videos, branding, and any other materials provided or produced by Life Ed ("Materials") are and remain the exclusive property of Life Ed.

You must not, without our prior written consent:

- copy, reproduce, distribute, share, transmit, upload, republish, or make the Materials available to any third party;
- modify, adapt, translate, or create derivative works from the Materials;
- use the Materials for commercial purposes, resale, or external training; or
- remove, alter, or obscure any copyright, trademark, or other proprietary notices.

Any unauthorised use of the Materials constitutes a breach of these Terms & Conditions and may result in termination of access, legal action, and/or recovery of damages.

Child Safe Practices

Life Ed Victoria complies with Victoria's personal device restrictions applying to anyone delivering programs or activities to children in a service. As external facilitators, our team does not bring smart devices, cameras, USBs, SD cards or any other external storage into early childhood services. Our sessions operate using only approved equipment that does not contain cameras, internet connectivity or storage capabilities. This approach supports service policies and helps ensure the highest standards of child safety and privacy.