



**NOLAN**  
SCHOOL OF PROCUREMENT

## **School and Program Conditions® 2024**

**YOU AGREE TO OUR SCHOOL AND PROGRAM CONDITIONS  
TO ENROL IN OUR PROGRAMS OF STUDY**

**1. In enrolling in our Programs, you agree to our School and Program Conditions.**

In enrolling in our School and Programs, you must read and agree to all our School and Program Conditions. Conditions are upgraded from time to time.

**2. Our Programs.**

“Programs” means our free Gateway course and our paid Programs.

### **SCHOOL REGISTRATION AND ENROLMENT IN OUR PROGRAMS**

**3. You must register with our School and enrol in our Programs using correct information.**

### **REGISTER WITH OUR SCHOOL**

During Registration, you are required to provide us with an official identity document containing a photograph, and your contact information.

**4. Etiquette in our Program Webinars.**

- You must not use another person’s Zoom account to attend our Program webinars.
- When you enter our Program webinars, please use an email address and name with which we can identify you.

**5. Your information privacy.**

We treat your information, including your Registration details, homework, video recordings and performance results, as confidential and in accordance with the Privacy Act of Australia (1988). We will not share or sell your information with other organisations. In our Programs, we record Students during simulated interviews on Whatsapp video and on Zoom video. We monitor cumulative time of Students in our Program webinars.

**6. How we use email and mobile text to contact you.**

We will only email you from: support@nolanschool.com

You may receive email, Whatsapp and mobile text reminders about upcoming School webinars and

events. You will never receive an email or Whatsapp or mobile text from us asking you to provide your Student Number or a School password or a Program webinar link. If you do receive such correspondence, it is a Scam. Delete the email or text.

**7. You must download Zoom and conduct a Zoom test.**

Zoom is free to download. You must be logged into your Zoom account on the device you are using to open our webinars, otherwise you will receive an error.

Sign up with Zoom: <https://zoom.us/join>

Conduct a Zoom test to check your Zoom works: <https://zoom.us/test>

Download Zoom on Android mobile:

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Download Zoom on Apple mobile: <https://apps.apple.com/us/app/id546505307>

**8. If we are unable to deliver a webinar on a scheduled date.**

If our School needs to reschedule a webinar, we will notify you by email with a new date and time.

**PROPER USE OF OUR CONTENT IS STRICTLY ENFORCED**

**9. Our School and Program content is copyright ©.**

Our content, including our branding and logos, School and Program names, Program and webinar content, free webinar content, workbooks, assignments, tests and examinations, and advertising, is our School's intellectual property and is copyright. Our logo is a registered trademark. Our content is original material for your personal consumption only. You must not copy, video copy, photograph, screenshot, record or share our Program content with anyone, or post it online or sell it, including on social media.

If you would like your staff to learn with our School, we have competitively priced packages. Email us on: [support@nolanschool.com](mailto:support@nolanschool.com)

**10. You may share our marketing materials.**

You are permitted to reshare and re-post our marketing material on social media and by email if the material you are sharing was posted by us in a public forum (by example, a LinkedIn Post) and you do not modify the material. You must not remove or modify our branding, logos or School name on our marketing materials.

**11. You must not share our links and passwords to our paid content with anyone else.**

You must not share links and passwords to our Program webinars, or give other people access to our learning portal. This is to protect our intellectual property, to maintain the integrity of your hard-earned qualifications, and to mitigate cybersecurity threats. Students who share Program content or access to our learning portal will be de-Registered and removed from our Program without a refund and graduation. We reserve the right to seek legal action against people who attempt to sell our Program content.

## **OUR PROGRAMS AND ATTAINING A PROGRAM CERTIFICATE**

**12. Our Programs are not recognised as formal qualifications by an education authority in Australia or internationally.**

Our Programs teach best practice Procurement, but our Programs are not recognised as formal qualifications. We have not sought certification to keep Programs affordable for people who would otherwise not be able to participate in our education.

**13. Completion of our Programs.**

Attaining a certificate in any of our Programs means you have met our academic completion requirements, which are:

- Compliance with School and Program Conditions.
- Provision of correct enrolment identification.
- Attendance at mandated Program webinars.
- Satisfactory completion of Program requirements.
- Program fees are paid in full.

**14. Program certificates do not expire.**

Our certificates do not expire, and we do not require you to retake our Programs to maintain the validity of your certificates.

**15. Program certificates are only provided in PDF format.**

Owing to the cost of mailing physical certificates internationally, we only provide certificates in electronic PDF format.

**16. We do not offer a recognition of prior learning service.**

Students must complete our Programs subject to our entry requirements for each course. We require all Students to successfully complete our free gateway course prior to enrolling in our paid Programs.

**17. Cheating in Program assignments.**

Students must complete Program assignments without the assistance of other people. Students who are caught cheating will be de-Registered and removed from our Program without a refund and graduation.

## **PAYMENT**

**18. Program price.**

The price of our Programs is advertised on our website in US Dollars and inclusive of taxes. If a price is incorrectly stated (by example, owing to a typo), we reserve the right not to honour, and to modify,

the erroneous price. We reserve the right to increase our prices from time to time.

Full payment must be made and must arrive in our School account prior to a Student commencing a Program. Our Programs are affordable and highly competitively priced, and consequently we do not offer payment plans.

**19. Payment gateways.**

We require payment in US Dollars using our Payment gateways.

Students in Nigeria may pay the equivalent US Dollar Program fee in Naira into our Nigeria Bank account. We offer local currency payment only in Australia and Nigeria.

When full enrolment information, appropriate identification, and full payment is received, we will email you a Receipt and Program information.

**OUR REFUND POLICY**

**20. Program refund.**

If you want a refund for a paid Program, email us no later than ten (10) calendar days after your Program start date (stated on your Program commencement email) and we will provide you with a full refund. After this date, you agree that full or partial refund is at the sole discretion of the School.

**CALENDAR**

**21. School hours and holidays.**

Our Programs do not operate on:

- New Year's Day plus two days (1 – 3 January).
- Christmas plus one day (25 – 26 December).

Our business hours are 9am - 5pm weekdays Brisbane time. If there is a delay in our response, it may be because you emailed us outside of our business hours.

**CAVEATS**

**22. We cannot guarantee you will attain or maintain a job.**

We cannot guarantee that enrolling in our Programs will result in you being successful in a Procurement job interview, in attaining a more senior Procurement job, or in maintaining employment in a Procurement job. There are many reasons why people are not successful in a specific interview or job, including but not limited to, their relevant work experience and their performance and interpersonal skills.

**23. Our content is general information and not advice.**

The information you attain in our Programs and free webinars is to be treated as general information for the purposes of learning. It is not advice, including career, commercial, contract, financial, hiring, investment, ICT, legal, migration, Procurement, or tendering advice specific to your, or your organisation's, situation.

It is your responsibility to ensure that Procurement and contract decisions in your job are properly considered and are not copied from our content. It is important to seek legal advice prior to executing a contract.

**24. No waiver of rights.**

No failure by the School to insist on the performance of a condition in these Conditions will constitute a waiver. This means that if we exempt you from one of our rules once (e.g., we give you an extra day to complete an assignment), you must not interpret our decision as if we will allow future assignments to be submitted late or that we have changed our Conditions.

**QUESTIONS ABOUT CONDITIONS**

For questions relating to these School and Program Conditions, Programs, payment, and use of our content, email us at: [support@nolanschool.com](mailto:support@nolanschool.com)

**End of School and Program Conditions.**