

# Terms and Conditions for Planetary Accounting Practitioner Course

**Effective Date:** 9 May 2025

These Terms and Conditions ("Agreement") govern your participation in the Planetary Accounting Practitioner Course ("Course") provided by The Planetary Accounting Network ("Provider" or "we").

By enrolling in the Course, you agree to comply with these Terms and Conditions.

## 1. Enrolment and Payment

**Enrolment:** To enrol, you must complete the registration process through The Planetary Accounting Network website, or via contacting with [learn@planetaryaccounting.org](mailto:learn@planetaryaccounting.org).

**Payment:** The Course fee is NZD \$5,000 + GST. Payments can be made via credit card, Stripe, Paypal, or bank transfer. Full payment is required upon enrolment, unless agree in writing with The Planetary Accounting Network.

If you would like an invoice, please email [info@planetaryaccounting.org](mailto:info@planetaryaccounting.org).

**Refund Policy:** Registrations are non-refundable, except in extenuating circumstances. If you choose to withdraw from the Course at any time, no refund will be issued.

**Late Payment:** If payment is not received by the start of the Course, access will be denied until payment is completed.

**Deferral:** Deferral of registration to a future cohort due to unforeseen circumstances may be possible, but is ultimately at the discretion of the Provider. If you wish to defer to a later cohort, please contact the Provider to discuss options.

## 2. Course Access and Materials

**Course Delivery:** The Course will be delivered online through a video call platform (Microsoft Teams) and an online learning platform (Moodle). The content may be a combination of online live sessions, pre-recorded materials, assignments, and quizzes.

You will be given access to Planetary Insights software to enable you to complete assignments. Training to use Planetary Insights is included within the course curriculum.

Timing of live sessions will be established with each cohort to suit the cohorts timing preferences. If there is no regular timeslot that suits all participants, timing will vary to ensure everyone can make most sessions.

**Access:** Upon full payment, you will be granted access to Moodle where you can access course materials, including videos, readings, assignments, and any other resources that form part of the Course content.

All live sessions will be recorded and uploaded to Moodle so that you can catch up on missed sessions or rewatch content as needed.

**Technical Requirements:** The Course is facilitated through an online learning management system. It is your responsibility to ensure that you have the proper hardware and software requirements, along with access to Wi-Fi, to be able to participate in the course.

You agree to maintain the security of any user name and password required for accessing the Course content and Planetary Insights software. You will notify us promptly if you become aware of any unauthorised use of your username and/or password. Only you may access the course using your login details.

### 3. Intellectual Property

**Intellectual Property:** All content provided during the Course, including but not limited to videos, slides, handouts, and exercises, are the intellectual property of The Planetary Accounting Network and may not be copied, reproduced, distributed, or shared without prior written consent.

### 4. Course Participation

**Active Participation:** You are expected to actively engage in the Course. This includes attending live sessions (if applicable), completing assignments, participating in discussions, and interacting with instructors and peers. By registering to the course, you acknowledge that live sessions will be recorded and shared with other practitioners.

**Absences:** In case you are unable to attend a live session, recordings (if available) will be provided. However, you are responsible for catching up on missed materials.

**Assignments:** All assignments must be submitted by the deadlines specified. Late submissions may be accepted at the discretion of the course facilitator(s).

**Respectful Conduct:** You are expected to maintain respectful behaviour toward facilitators and fellow participants. Discriminatory, offensive, or disruptive

behaviour will not be tolerated and may result in removal from the Course without refund.

## 5. Certification and Completion

**Completion Requirements:** To complete the Course and receive endorsement from the Provider as being a Planetary Accounting Practitioner, you must pass the assignments and final assessment/exam.

**Certification:** Upon successful completion of the Course by passing the final assessment/exam, you will receive a certificate of completion. The certificate will be issued electronically and will be based on the Course's established criteria.

## 6. Confidentiality

**Confidentiality:** As a participant in the Course, you agree to keep confidential any personal, proprietary, or business information shared by other participants or the instructor.

## 7. Course Changes or Cancellations

**Course Modifications:** The Provider reserves the right to modify the Course content, schedule, or instructors at any time to ensure the quality and relevance of the Course. All dates, including the start date of the Course, are subject to change - notice of such changes will be given by The Planetary Accounting Network via email. Refunds will not be issued for any rescheduled class.

**Course Cancellation:** In the unlikely event that the Course is cancelled by the Provider before the start date, you will receive a full refund. If the Course is cancelled mid-way, you will receive a partial refund based on the unused portion of the Course.

## 8. Limitation of Liability

**Liability:** Except in case of intentional misconduct or gross negligence, The Planetary Accounting Network accepts no liability for any damages caused in connection with the services under this agreement.

## 9. Contact Information

If you have any questions or concerns regarding these Terms and Conditions, please contact us at:

[info@planetaryaccounting.org](mailto:info@planetaryaccounting.org)