



Address: The Media Collective
Wurundjeri Country
RMIT Building 12, Level 3, Room 97
402 Swanston Street, Melbourne VIC 3000

Post: PO Box 12013, A'Beckett Street, Melbourne VIC 8006

Phone: 1800 SYN 907
(1800 796 907)

SYN MEDIA LEARNING TERMS & CONDITIONS

Inclusion Policy

SYN Media takes access and inclusion seriously. We are committed to making every workshop as accessible and inclusive as possible for all members of the community. If you have a specific access request, would like further information, or want to provide any suggestions, we would love to hear from you!

To get in touch, please email the Social Enterprise Coordinator (Jasmine) at jasmine.alavuk@syn.org.au or the Social Enterprise Manager (Ruby) at ruby.edwardsmith@syn.org.au. You can reach us via phone on 03 9639 2673 or speak to us in person at our SYN Headquarters Office Space:

RMIT Melbourne City Campus 402 Swanston Street Melbourne SYN Media: Building 12, Level 3, Room 95.

Cancellation Policy

Cancellations made within 24 hours of the booking will be liable for a 50% cancellation fee (Radio Basics workshops are liable for 50% of the minimum fee). Alterations made within 24 hours are liable for a 25% alteration fee. There is no guarantee SYN will be able to facilitate your request. Individual Schools on Air shows cancelled within 24 hours of the booking will not be removed from the total term cost.

COVID-19 Regulations

SYN Media agrees as outlined in our lease agreement with RMIT University to follow all RMIT University safety requirements, including those pertaining to COVID-19. As of December 2022, there are no access requirements for RMIT University of the SYN space, however SYN continues to encourage vaccination and the use of social distancing practises and mask-wearing.



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Radio Basics - Invoicing details and Student attendance:

The cost is \$18 + GST per student for excursions. Please be aware that we have a minimum charge of \$180 + GST per session. A group of less than 10 students will incur this minimum charge.

Payment is not necessary on the day. SYN will invoice the school shortly after the tour date to allow for absences. Our tour capacity is 27 students. This is to ensure that all students in the program have the best possible experience.

If you would like to bring in more than 27 students, please let us know so we can arrange additional workshops. If that is not possible, we will add an additional SYN teacher to work with the group and you will incur an additional fee of \$150 + GST to cover the costs

Live Radio Workshop - Invoicing details and Student attendance:

The cost of the workshop is \$900 + GST.

Payment is not necessary on the day. SYN will invoice the school shortly after the workshop date. Our workshop capacity is 27 students. This is to ensure that all students in the program have the best possible experience.

If you would like to bring in more than 27 students, please let us know so we can arrange an additional workshop. If that is not possible, we will add an additional SYN trainer to work with the group (an additional \$150 +GST fee).

Podcasting 101 - Invoicing details and Student Attendance:

The cost of the experience is \$550 + GST Payment is not necessary on the day.

Payment is not necessary on the day. SYN will invoice the school shortly after the workshop date. Our workshop capacity is 27 students. This is to ensure that all students in the program have the best possible experience.

If you would like to bring in more than 27 students, please let us know so we can arrange an additional workshop. If that is not possible, we will add an additional SYN trainer to work with the group (an additional \$150 +GST fee).



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Schools On Air broadcast timeslot:

Your booked timeslot is available to you for the entire term. Due to the increase of demand we cannot always swap your timeslot if you cannot come in for a show on a given week. If there is an unavoidable clash with your school's timetable and you wish to make a one-off change, please email us with request to do so with at least 6 weeks' notice.

Please note that we will not always be able to accommodate these changes as we run a number of school and volunteer training programs.

Please note SYN office and studios close on public holidays. Live broadcasts that fall on public holidays are not subject to rescheduling.

Schools On Air (Live & Pre-recorded) Invoicing details and Student Attendance:

Schools on Air (Live) programs are billed at the start of each Term for \$2,340 + GST.

Schools on Air (Pre-recorded) programs are billed at the start of each Term for \$2,550 + GST.

Our Schools On Air Intro session capacity is 27 students. This is to ensure that all students in the program have the best possible experience.

If you would like to bring in more than 27 students for your Schools On Air Intro session, please let us know so we can arrange additional workshops. If that is not possible, we will add an additional SYN teacher to work with the group and you will incur an additional fee of \$150 + GST to cover the costs

Tailored projects – Cancellation Policy and Billing

Terms and conditions for large tailored projects may vary. Any variations will be agreed upon prior to a booking confirmation. When booking, SYN may request a project deposit. Project deposits are non-refundable.

Cancellations made within 5 business days will be liable for a 25% cancellation fee.

Alterations made within 5 business days will be liable for a 10% alteration fee.

PLEASE NOTE: Whilst we do our best to be flexible and accommodating, there is no guarantee SYN will be able to facilitate your request for alteration.

Your belongings:

SYN Media is not responsible for the loss, theft, or damage to personal property whilst on our premises. Visitors are responsible for the security of their own belongings