**Covid 19 Virus Contingency Plan Stage Two**

**Date**

Due to recent ongoing developments regarding the potential spread of Covid 19 virus within New Zealand, NZIBS, in the interests of assisting in reducing the spread of this infectious virus, and in order to protect the health of course participants and presenters, all presentations of the Diploma and Certificate modules as from ?????????????????? will placed on hold until further notice.

Those who have already registered for modules and have paid the necessary registration fees can either apply for a refund of this registration fee or have their registrations held in credit until such times as it has been deemed possible to re-schedule the training program without exposing those involved to of adverse levels risk.

All those having already registered in a module, will be provided with preferential re-registration on the next available course.

Presenters who have travel bookings should arrange for these to be refunded or held in credit.

All ongoing venue and accommodation bookings should be cancelled.

We apologise for this inconvenience, however, you will appreciate this action may be out of our control and is considered by NZIBS to be in the best interests of all concerned.

Alternative means of providing our modules are being explored.

Warren Nevill

Training Officer