# Registration Form

All sections are mandatory. Duly completed registration forms should be submitted at least two weeks before the course commencement date to advancedlearning.courses@gmail.com.

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| **Section 1. Company Particulars** |
| Co. Name: | Enter here |
| Co. Address: | Enter here | Postal Code: | Enter here |

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| **Section 2. Training Coordinator/Officer or Contact Person Particulars** |
| Name: | Enter here | Contact No.: | Enter here |
| Email: | Enter here | Fax No.: | Enter here |

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| **Section 3. Billing Contact Person & Billing Information** |
| Name: | Enter here | Contact No.: | Enter here |
| Email: | Enter here | Fax No.: | Enter here |
| Sub-BU Code\*: | Enter here (\*For Government Agencies only) |

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| **Section 4. Participant(s) Particulars** |
| Course Title 1: Select your course | Course Date dd/mm/yyyy: | Select a date |
| **No.** | **Full Name**  | **Designation** | **Email** | **Mobile Number** (For emergency) |
| 1. | \_ | \_ | \_ | \_ |
| 2. | \_ | \_ | \_ | \_ |
| 3. | \_ | \_ | \_ | \_ |
| 4. | \_ | \_ | \_ | \_ |
| 5. | \_ | \_ | \_ | \_ |
| 6. | \_ | \_ | \_ | \_ |
| 7. | \_ | \_ | \_ | \_ |
| 8. | \_ | \_ | \_ | \_ |
| 9. | \_ | \_ | \_ | \_ |
| 10. | \_ | \_ | \_ | \_ |

**Dietary Requirements:**

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| Type | Number of Pax |
| No Pork No Lard/Halal:(Depending on hotel) | 0 |
| Vegetarian: | 0 |
| No preference: | 0 |

# Terms and Conditions

Advanced Learning Singapore (hereinafter referred to as “ALS”) reserves the right to cancel, postpone or reschedule the course and/or venue, time at short notice; and at its absolute discretion without assigning any reason for such cancellations, postponements or rescheduling. Please note that the course details are correct as at date of publication and it is subject to change without prior notification.

## Definitions

* **Course** **Confirmation** **Letter** (**CCL**) means the registration of a course is confirmed and the course details are reflected in this document.
* **Working** **Day** excludes Saturday, Sunday and Singapore Public Holidays.

## Course Confirmation

* All registrations are subject to confirmation and ALS will endeavour via email to notify you at least 07 days before the scheduled commencement date of the course. If you do not receive the said email, please contact ALS.

## Payment Term

* ALS will raise an invoice upon course confirmation. Payment must be received before the commencement of the course.
* Payment is to be made within 7 days from date of invoice or before the commencement of the course, whichever is earlier. A late interest charge of 10% of total invoice / account whichever is higher, minimum late fee of SGD150.00 will be imposed on any overdue accounts.
* Payment may be made via bank transfer or PayNow to:

“**Advanced Learning Singapore**”

Bank: DBS Bank Ltd

Bank Code: 7171

Branch Code: 072

Account Number: 072-005018-5

Corporate UEN Number: 53388219B or scan the QR code

* Payments are to be made in Singapore Dollars.

## Cancellation/Deferment/Replacement/Transfer/Withdrawal

* Deferments/Transfers are NOT allowed once a written/email CCL has been sent but replacements from the same company are accepted, provided written notification of replacement is received by ALS at least 1 working day prior to the commencement of the course. Notification received thereafter will not be considered.
* Replacement of the registered course with another course or another class of the same course is NOT allowed.
* A written withdrawal/cancellation notification must be provided to ALS before the course commencement date. For withdrawal/cancellation request provided between 8 to 14 working days before course commencement date, 50% of the course fee will be charged. Withdrawal/cancellation request is not applicable for closed or customised classes. For detail withdrawal/cancellation charges, please refer to the terms and conditions stipulated in ALS website.
* Once the CCL has been sent, course fee remains payable in full for no-show.
* No show would not be accepted as a valid reason for withdrawal and/or refund. Full course fees will be charged.
* The course fees will remain payable in full:

(i) if a learner fails to attend the class for any reason whatsoever, and include after issue of course confirmation; or
(ii) if a learner arrives late or fails to attend any part of the class; or
(iii) for cancellation of registration for any courses for which refund is expressly stated to be unavailable.

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## Absenteeism

* The course fees remain payable in full for absentees.

## Cancellation by Advanced Learning Singapore

* In the event any course is cancelled by ALS prior to its commencement, ALS will make a full refund of course fees (if any) already paid by the company. A cancellation email will be sent to you 1 week before course commencement date.

## Declaration

* I affirm that all information given in this registration form is true and accurate, and I have not deliberately omitted any relevant fact. I have read, understand and affirmed the Terms and Conditions both stated above and on ALS’s website (https://advancedlearningsg.com/terms-and-conditions/).

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| --- | --- | --- |
| Enter here |  |  |
| Name & Designation |  | Signature |
|  |  | Select a date |
| Company Stamp |  | Date |