# 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](mailto:advancedlearning.courses@gmail.com).

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| **Section 1. Participant Particulars** | | | | | |
| Full Name: | Enter here | | | | |
| Citizenship: | Select item | | | Date of Birth: | Enter here |
| Home Address: | Enter here | | | Postal Code: | Enter here |
| Email Address: | Enter here | | | Gender: | Select item |
| Contact (H): | - | Contact (M): | - | Dietary Type | Select item |

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| **Section 2. Course Particulars** | |
| Course Title: | Select your course |
| Course Date: | Select a date |

I would like to receive ALS email on new course release, upcoming course, course promotion, etc. Yes

# 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

* You will receive CCL notification via email at least 7 days before the schedule commencement date of the course. If you do not receive the said email, please contact ALS.

## Payment Term

* ALS will raise an invoice upon enrolment of course and course fee is payable upfront upon enrolment of course. A crossed cheque is to be made payable to "**Advanced Learning Singapore**" or by Bank Transfer or PayNow only.
* Payment due in 3 days from invoice date or before course commencement date, whichever is earlier. A late interest charge of 10% or minimum late fee of SGD150.00 per invoice, whichever is higher, will be imposed on any overdue accounts.
* Payments are to be made in Singapore Dollars. Please do not send post-dated cheque or cash.

**Cancellation/Deferment/Replacement/Transfer/Withdrawal**

* Deferments/Transfers are NOT allowed once a written/email CCL has been sent but a replacement is accepted to attend upon 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.
* You cannot replace the registered course with another course or replace the registered class of a course with another class of the same course.
* A written notification of withdrawal/cancellation must be provided to ALS before the commencement of the course. For withdrawal / cancellation request is provided between 8 to 14 working days before course commencement date, 50% of the course fee will be charged. 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.

## Absenteeism

* The course fee remains payable in full for absentee.

## Course 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 you. 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 |  |  | Select a date |
| Name |  | Signature | Date |