



# Esri Singapore's Training Course – Registration Form – Reference No:

## Terms and Conditions of Training Course Participation

### 1. Training fee:

- a) Fee is inclusive of training materials and certificate of completion (issued upon 100% attendance) per participant.
- b) Price is valid for direct purchase and NOT for tender purposes. Subject to prevailing rate of GST.
- c) All bank charges (local and overseas) for the training must be borne by payer. Esri Singapore is to receive total net amount as stated in quotation or registration.
- d) Advanced payment latest by 10 working days before training date commencement for overseas participants.

### 2. Order Placement

Official Purchase Order (PO) to be issued to 'Esri Singapore Pte Ltd'. (Company Registration No. 199606177D )

### 3. Course registration and confirmation:

- a) Official Purchase Order or duly completed registration form MUST be received at least Ten (10) working days before the training starts.
- b) Invoice will be provided for payment purpose.
- c) Course confirmation including the course schedule will then be sent once the details are finalized.

### 4. Training venue: Training will be conducted at the Esri Singapore's facilities using Esri software on PC Platform unless otherwise advised.

### 5. Class size: Esri Singapore requires a minimum of Six (6) participants to start a class. No more than Ten (10) participants per class.

### 6. Cancellation and postponement policy:

- a) Cancellation and postponement must be given in writing by the customer, which must be acknowledged by Esri Singapore to be valid.
- b) For postponement or change in course date, the following penalty will be levied depending on notice period given (before course commencement date):
  - i) 5 days or less: 100% of course fees
  - ii) 6 to 10 days: 50% of course fees
  - iii) 11 to 15 days: 25% of course fees
  - iv) 16 days or more: 0%
- c) Courses can be postponed a maximum of 2 times by the customer. A penalty of 25% of course fees will be levied each time a course is postponed subsequently.
- d) Courses once confirmed cannot be cancelled. For cancellation of courses, a penalty of 100% of course fees will be levied irrespective of the notice period given.
- e) This penalty is not deductible from the course fees payable upon completion of the course.

### 7. Esri Singapore reserves the right to cancel the course due to unforeseen circumstances. Esri Singapore is not responsible for non-refundable travel arrangement and losses resulting from course scheduling change or cancellations at any time.

### 8. Others:

- a) Light refreshments will be provided during two (2) designated tea breaks.
- b) Tea-break food is mainly HALAL. We do not provide vegetarian food for breaks however will try if able to.
- c) Strictly no observer(s) is (are) allowed.
- d) For non-scheduled training, one calendar month's notice is required prior to the commencement of the training.

Esri Singapore reserves the right to modify terms and conditions.

**I understand and agree to the terms and conditions of this application as stated above. (Required)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation