

TERMS & CONDITIONS COURSE REGISTRATION

Registration

Any registration, whether on-line or fax will be on a **first-come-first-served basis** and will only be confirmed upon receipt of full payment by Engineers Singapore Pte Ltd unless otherwise invoice to company.

All registrations must be submitted with duly completed registration form.

Closing Date & Payment

The closing date of the event will be 1 week prior to event commencement date or earlier. Cheques should be crossed 'A/C payee only' and made payable to "**IES Academy Pte Ltd**", with the **Title of The Event indicated clearly written on the back of the cheques**, and submitted with the duly completed registration forms to:

IES Academy@Jurong East
Devan Nair Institute for Employment and Employability,
80 Jurong East Street 21, #04-10
Singapore 609607

Confirmation of Registration

Confirmation of registration will be given at least 1 week before the commencement date via email. ***If you do not receive the said confirmation email, you are required to contact IESA at 6463 9211 during office hours.***

IESA reserves the right to allow only confirmed registrants to attend the Event.

Withdrawals/Refunds of Fees

Written notice at least 1 week in advance before the commencement of the event

Full course fee shall be refunded subjected to 4.5% transaction charge.

➤ **NO** refund otherwise.

No show of participant would not be accepted as a valid reason for withdrawal/refund.

One-time replacement is allowed only if written notice is received by us at least 1 week before the commencement of the event. However, when an IES member is replaced by a non-member, the participant has to pay the difference in the relevant fees.

Cancellation/Postponement

Changes in Venue, Dates, Time and Speakers for the Events can occur due to unforeseen circumstances. IES reserves the full rights to cancel or postpone the Event under such circumstances without prior reasons. Every effort, however, will be made to inform the participants or contact person of any cancellation or postponement.

Fees will be refunded in FULL if any Event is cancelled by IESA.

SSG Funding (SkillsfutureSG)

Only company-sponsored participants will be eligible for SSG funding and subjected to terms and conditions. The Trainee has attained a minimum of seventy-five percent (75%) attendance for the Funded Course and sat for all prescribed examinations and/or assessment for the Funded Course. Application must be via the Training Partner Gateway. **Must** attempt and pass all the assessments.

You may click [here](#) for Terms and Conditions for funding.

SSG funding required applicant to pass all the assessments or the applicants will have to pay back the funded amount to the training provider if the assessment result as "Not Yet Competent".

PERSONAL DATA PROTECTION ACT

I consent to the processing by Institution of Engineers, Singapore of personal data, including sensitive personal data as defined in the Data Protection Act 2014, about me for the proper purposes of Institution of Engineers, Singapore (IES). I undertake to observe the provisions of the Data Protection Act 2014 in relation to any personal data I may myself hold and process as a Members of Institution of Engineers, Singapore, and I agree to indemnify Institution of Engineers, Singapore from liability for any claims or damages that may arise from the processing of this data. For more information kindly refer to [here](#).

Enquiries

For further enquiries, please contact IESA general office at Tel: 6463 9211.

Others

* Reprint of Certificate of Completion is subjected to \$50 administrative charges

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