

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

The closing date of the event will be 1 week prior to event commencement date or earlier.

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 (7 working days) 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 ***(7 working days)*** 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.

UTAP (Union Training Assistance Programme) is an individual skills upgrading account especially for NTUC members. As a member, you enjoy UTAP funding at 50% of the unfunded course fee capped at \$250 every year.

SkillsFuture Credit (SFC) "All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose from the courses available on the SkillsFuture Credit course directory."

Please visit https://www.ies.org.sg/iesa/Skillsfuture_&_UTAP.pdf for more information on SFC & UTAP claim.

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: www.ies.org.sg/PDPA.

Enquiries

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