



PUBLIC CLASSROOM TRAINING COURSE – TERMS AND CONDITIONS

Course Confirmation

Course confirmation will be sent to the delegate's provided e-mail address prior to the start of the confirmed training course.

All delegates are highly recommended **NOT** to make any travel arrangement until course confirmation has been received via email. Intertek shall not be held liable in the event the delegate incurs expenses due to making travel arrangements, etc. before confirmation of the course is made by Intertek.

Policies on Transfers, Withdrawals, Cancellations

Delegates may transfer their seat to another person at no extra charge. In this case, please notify Intertek in writing at least fourteen (14) calendar days before the start of the scheduled course.

Subject to availability, any delegate may request to be transferred to another training course fourteen (14) calendar days before the start of the scheduled course. Any fees (if paid) will be credited towards the new course fee. Note: If the fee of the transferred course is higher than the existing course, the delegate will be responsible for paying the difference in fees.

If the delegate decides to withdraw from a registered training course, there will be a full refund (if paid) when a written notice of withdrawal is received by our office more than fourteen (14) calendar days before the start of the training course. There will be no refund in any cases if the written notice of withdrawal is received by our office within fourteen (14) calendar days before the start date of the training course or if the delegate does not attend the training course.

Intertek reserves the right to cancel any training course at any time due to unforeseen circumstances. Intertek shall not be liable whatsoever in respect to the consequence of such cancellation. In the event that Intertek decides to cancel the training course, the registered delegate will be automatically transferred to our next available course of similar nature. If requested by the delegate, the delegate is also entitled to receive a full refund (if paid) or have the paid fee credited toward another training course.

Price Increases:

Intertek tries every effort to avoid increases in our course fees. In the event of a course fee increase, delegates will be notified and entitled to cancel their registration and receive a full refund (if paid).