



General Policies

Course Material

Course material in the form of lectures & practical binder will be provided.

Accommodation/Transportation

Accommodation and transportation are the responsibility of the workshop attendees. We would try our best to assist. For out of province trainees special discount can be provided. Discounts can not be combined.

Daily Schedule

Every day class are held from 9:00 AM to 5:00 PM, with two 15 minutes & one 45 minutes' break. Snacks/coffee & lunch will be provided (2 & 5 day courses only).

Rescheduling/Cancellation

Workshop fees are fully refundable if you notified at least 21 calendar days before the workshop start date. If you cancel your participation within 20-14 and 13-7 calendar days prior to the start date, 10% and 40% of the fee will be charged, respectively. In case of a no-show, 20% of the workshop fee will be charged and 80% credited towards future course. We reserve the right to change course schedules, modify course contents, substitute instructors, change venue and cancel workshops when necessary. Workshops may be cancelled for reasons including, but not limited to low student enrollment, resource conflicts, or other factors that would prohibit quality delivery of training services. In the event a workshop is cancelled/rescheduled we will notify you a minimum of 7 calendar days prior to the scheduled starting date. We are not liable for any expenses incurred by the student or company due to the cancellation of a workshop.

Refunds

Refunded fees are paid within 10 days of request.