



ALG Course Registration Policy

Registration and Payment

A place will be reserved for you upon receipt of your registration. Registrations should be sent at least 1 week before course date. A confirmation email will be sent to you 1 week before the course.

Payments are to be made in Singapore Dollars (SGD) and subjected to prevailing GST. Please make your payment either by cheque or GIRO upon receiving our invoice. All cheques should be crossed and made payable to "**Aventis Learning Group Pte Ltd**" with the invoice no. indicated on the back of the cheque. Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by the company. Fees are inclusive of course materials, certificate of excellence, buffet lunch & 2 tea breaks.

Withdrawals / No-Show

For any withdrawals or cancellation, participants will be subjected to the following charges:

Notice Period	Withdrawal / Cancellation Charge
More than 14 days	S\$200
Less than 14 days	100% of course fee
Less than 3 working days or No-Show	100% of course fee

Replacements from the same company are allowed.

Cancellation

Aventis Learning Group reserves the right to change or cancel the course due to unforeseen circumstances