

Effective as of **1st April 2024**.

Important deadlines and policies regarding registration, refunds, and deferments:

Sn	Definition	Period	Description
REGISTRATION AND PAYMENT INFORMATION			
1	Payment Timeframe	1 week after invoice.	Participants must make the fee payment within 1 week of the invoice to secure a seat.
2	Early Bird Registration Period	closes 6 weeks before the start date of the course.	This period offers Participants the opportunity to secure their participation early.
3	Normal Registration Period	6 weeks to 15 calendar days before the start date of the course.	Participants may enrol at the standard fee.
WITHDRAWALS			
4	Full Refund	Up to 15 calendar days before the start date of the course.	100% Refund.
5	Partial Refund	14 to 8 calendar days before start date of the course.	50% Refund.
6	No Refund	7 calendar days before the start date of the course.	0% Refund (exceptions only on a case-by-case basis upon receipt of documented proof).
DEFERMENT			
7	Deferments	Accepted up to 15 calendar days before course with documented proof.	Without proof, deferment requests will be considered as <u>withdrawals</u> and subject to the refund policy.
8	Deferments to Next Available Course	Deferments will be to next available course of the same level only (exceptions only on a case-by-case basis upon receipt of documented proof).	

For any inquiries or further details, please contact our admissions team at smctraining@sal.org.sg.