

Terms & Conditions:

1. SQ Centre reserves the right to cancel any of the course schedules due to unforeseen circumstances and will make every effort to inform participants of any changes in advance.
2. 2-day, 3-day and 5-day programmes total 16 hours, 24 hours and 40 hours respectively.
3. Subsidised prices quoted are NETT and for ONE training programme. Subsidised course fees available to Singaporeans and PRs only.
4. Foreigners (Non-Singaporeans / Non-PRs) are not eligible for subsidies and must pay full course fees
5. Course fee breakdown, eligibility criteria:

Level	Course Fee		
	Full rate	Subsidised rates	
		90%	95%
Operational (2 days)	\$310.30	\$31.03	\$15.52
Operational (5 days)	\$650.00	\$65.00	\$32.50
Supervisory (3 days)	\$556.40	\$55.64	\$27.82
Managerial (5 days)	\$1,059.30	\$105.93	\$52.97

Course Fee Eligibility Criteria

Full course fees:

Applicable to Foreigners, Work Permit or Employment Pass Holders who are NON Singapore Citizens, NON PRs

90% Subsidy:

Applies to Singaporeans/PRs only

95% Subsidy: Effective 1 July 2010

ALL of the following criteria must be met:

- Be a Singapore Citizen **and**
- 35 years old & above **and**
- Earning average monthly salary below S\$1,400 per month

If you do not meet **ALL** of the above criteria, you will only be eligible for 90% course fee subsidy.

Cancellation and Refund Policy

Written notification of cancellation to enrolments@sqcentre.com or fax (+65) 6274 6091:

Course Cancellation	Cancellation charge	Refund
At least 10 working days	None	Full
Within 6 - 9 working days	25% of course fee	75% of course fee
Less than 5 working days	100% of course fee	None

Course is subject to minimum participation (usually 15 - 18 people) to commence.

SQ Centre reserves the right to cancel/reschedule any of the above courses due to unforeseen circumstances and will make every effort to inform participants of any changes in advance.

Course date reschedule:

- Participants may reschedule each course date **once**, only if written notice is provided at least 5 working days before the course starts.
- If written notification is received less than 5 working days before, cancellation charges equivalent to the full course fee charge applies.
- Subsequent request for reschedule of course date or cancellation is subject to the **full course fee charge**.