Training Administrative Details

Course: Ergonomics Awareness - Continuous Education Program (CEP)

Registration mode	:	● First-come-first-served basis. ● Registration will be closed one week before course date. ● Walk-in participants with payment will be admitted on a 'space availability' basis only.
Seat available	:	30 pax for every session
Payment method	:	i) Electronic Transfer fund*
		ii) Cheque*
		*Receipt of deposited cheque/electronic transfer fund can be made in favour of the "Human Factors and Ergonomics Society (M)", account no. 564717004441 (MAYBANK) should be forwarded 1 week before the course date to the HFEM.
		iii) Cash term. Applicable for:- a. Pre-registration booking 1 week before course date b. Walk-in
		iv) Company guarantee letter. e.g. Letter of Undertaking(LOU)
Course fee	:	RM250/pax -Fee includes provision of refreshment; (breakfast/morning tea break, lunch, and evening break); training materials and Certificate of attendance) -Special Rate for HFEM Active Members (10% off discount) -GST is not applicable -HRDF Claimable (Category: NGO)
Cancellation policy	:	There will be no refund for cancellation within 2 days prior to the programme, 50% for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the programme. -Refund process will take place 3-4 weeks after program -Please inform and notify via email to contact person about cancellation. -A replacement can be accepted at no additional cost
Contact Person	:	Ms. Nur Sabrina Mohd Nasir Executive HFEM tel no.:0164221837 email address: sabrina@hfem.org (primary) nsabrina.mn@gmail.com (alternative)

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