

TRAINING ADMINISTRATIVE DETAILS

COURSE: ERGONOMICS AWARENESS - CONTINUOUS EDUCATION PROGRAM (CEP)

Registration mode	:	<ul style="list-style-type: none">● 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	:	-Fee includes provision of refreshment; (breakfast/morning tea break, lunch, and evening break); training materials and Certificate of attendance)
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. <ul style="list-style-type: none">● 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
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