

PROGRAM TERMS AND CONDITIONS

Registration

You can register for any open-enrollment program through online registration, or by completing the hardcopy application form and fax it to our executive program office to reserve your place. As program enrollment is on a first-come, first-served basis, you are encouraged to register early. However, if there are vacancies after the closing date, registration will still be accepted and payment must be made immediately. Providing space is still available, same-day, walk-in registration is possible with an additional fee of S\$50 payable over the regular program fee.

Daily Schedule

The typical program schedule lasts from *9.00 am to 6.00pm daily*. Registration begins half an hour before the program commences.

Confirmation of Enrollment

Once you have registered for the program, an email acknowledgement is sent within 3 working days. Your application will then be processed. Participants will be notified via email of their acceptance into the program. To reserve a place in the program, payment is due upon notification of acceptance. Confirmed participants will receive the program and logistics information at least two weeks prior to the commencement of the program.

If you do not receive confirmation within one week of program start date, please contact the Office of Executive Education Office at (65) 6790-4857/5206/6136 for a verbal confirmation as we will assume that you have received the necessary details once the email or materials have been sent out by us. The Office of Executive Education Office will not be held responsible for non-receipt by all applicants of such confirmation.

Payment Method

The program fees are payable in Singapore Dollars and include tuition, books and instructional materials, lunches, coffee breaks and the Certificate of Participation. It does not cover accommodation and transport. Payment may accompany the application or will be due upon receipt of invoice.

A. Payment by Cheque/Bank Draft

All cheques or bank drafts should be crossed and made payable to **Nanyang Technological University**. Please indicate clearly at the back of the cheque/bank draft your full name and the name of the program you have applied for. For international participants, please pay by bank draft that has a clearing bank in Singapore.

Please mail all cheques or bank drafts to:

Office of Executive Education
Nanyang Business School
Nanyang Technological University
Nanyang Avenue, S3-B2A-23, Singapore 639798

B. Payment by Telegraphic Transfer

Please contact the executive education office at (65) 6790-5206/6136/4857 or email to execed@ntu.edu.sg for the bank details.

Nanyang Business School

Program Cancellation

The Office of Executive Education reserves the right to cancel a program if circumstances necessitate. If a program is cancelled, Office of Executive Education will make every effort to advise you in advance and a full refund of the paid program fee will be made. The Office of Executive Education will not be responsible for applicants' non-refundable travel and any other expenses which may have been incurred by participants for the purpose of the program.

Cancellations and Substitution

Participants who wish to withdraw from the program should submit their request in writing. Due to the costs associated with establishing, holding and refilling participant slots, cancellation charges have been established based on the number of weeks from the program start date the request is received:

More than 4 weeksNo fee chargeable
2 to 4 weeks..... 40% of program fees chargeable
Within 2 weeks..... .100% of program fees chargeable

No refunds will be given for all notice of withdrawals received within 2 weeks of the scheduled program date. You may, however, substitute another participant any time prior to the start of the program without penalty.

Transfer Requests

Only one transfer is allowed per registration and must be received in writing. Transfer requests received within 30 days of the program start date followed by a cancellation will incur S\$250 in administrative fee. Transferees will have a period of six months from the date of their transfer request to attend a subsequent program offering. Program fees are subject to change and transferees will be required to pay for the fee increases, should any take place.

Certification

Participants will be presented with a **Certificate of Participation** issued by the Nanyang Business School, Nanyang Technological University, at the end of the program. The Office of Executive Education will furnish attendance confirmation and content verification forms to program participants on request provided they have been present during the entire duration of the program.

Program Fee Discounts

For complete details on the fees for each program, please refer to the Executive Program Calendar at www.Execed.ntu.edu.sg/openprog/proglist.asp. Program fees are subject to change and are payable in advance. Same day registration will incur an additional fee of S\$50 payable.

To encourage participation from the public, NTU alumni and Nanyang Business School Executive Program Alumni, we have put together the following discount schemes:

Nanyang Business School

<u>Category</u>	<u>Discount %</u>
Individual:	
* Alumni of NTU	10
* Nanyang Business School Executive Program Alumni	10
Group:	
* 2 participants	20
Early Registration: (refer to individual program for early registration dates)	15
Corporate:	
* 3 or more participants	} contact us for more details
* multi-program registration	}
* executive education program package	}

Should the number of participants from an eligible company fall below the number entitled for group discount as a result of withdrawal after registration, the remaining participant(s) would not be entitled to the discount given.

Please note that discount schemes are mutually exclusive, and participants are eligible for only one of the discount schemes above.

Other Policies

The Office of Executive Education reserves the right to exclude or remove from its professional development seminar program classrooms any participant deemed by the instructor or the staff to be disruptive or potentially disruptive to class activities and teaching. Refund policy for those removed would be the same as that described above.

For the purpose of interpretation, all references to the Office of Executive Education include the Nanyang Business School and the Nanyang Technological University as both the Office of Executive Education and Nanyang Business School are part of the Nanyang Technological University.