

## **Terms and Conditions**

### **A. Invoicing**

1. TMS Academy will invoice you once we have received the registration form.

### **B. Payment**

1. Payment is required ten working days before the workshop commences.
2. TMS Academy Pte Ltd reserves the right to charge interest on overdue amount at the rate of 10% per annum.

### **C. Cancellations and Transfers**

1. Please note that if you are unable to attend, a substitute participant is welcome at no extra charge. Please provide the name and title of the substitute participant at least 3 working days prior to the workshop.
2. A refund less SGD 300 administration charge will be made for cancellation received in writing at least 7 days before the commencement date. Regrettably, no refund can be made for cancellations received after the 7 days period. A complete set of course materials will however be sent to you.
3. Should the workshop dates registered for are cancelled or postponed due to unforeseen reason, TMS Academy will inform the participants ten working days in advance.
4. The payment received will be held in credit by TMS Academy Pte Ltd should the workshop is cancelled or postponed due to unforeseen reason. The participant can utilise the credit and register for any of the listed course for the same calendar year.
5. TMS Academy reserves the right to change the dates, venues or trainers. Please visit [www.tmsacademy.com](http://www.tmsacademy.com) or email to [enquiries@tmsacademy.com](mailto:enquiries@tmsacademy.com) for the latest schedule.