

Terms & Conditions

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- KBA Training Centre Pte Ltd (KBAT) is the final authority on the interpretation of these rules.
- Notwithstanding any other item herein, neither party shall be liable to the other under, arising out of or in connection with this agreement.

Payment

- All prices are as quoted and are subjected to withholding tax, applicable Goods and Services Tax (GST) and/or examination fees where required.
- Available modes of payment are as follows:

CASH	Payment can be made in Singapore Dollars (SGD\$) or US Dollars (USD\$) at KBAT Singapore. If payment is made in USD\$, any monetary change resulting from excess payment will be made in SGD.
PAYPAL	Payment can be made via PayPal Account or as PayPal Guest
BANK TRANSFER	Overseas bank transfer can be made. Kindly note that any local and international bank charges are to be incurred by the candidate.
INTERNET BANKING FUND TRANSFER	Payment can be made via internet banking using any valid internet banking account in Singapore.
CHEQUE	Cheques should be crossed and made payable to 'KBA Training Centre Pte Ltd'
PAYNOW	Peer-to-peer funds transfer service available to retail customers of nine participating Singapore banks. Transfer can be made to KBAT UEN number 200602439G.
NETS/eNETS	Payment can be made via NETS over the counter at KBAT Singapore and eNETS via KBAT website
CREDIT CARD/DEBIT CARD	Payment can be made via VISA/MASTERCARD over the counter at KBAT Singapore.

- All charges incurred from Telegraphic Transfer, PayPal or bank transfer will be at the cost of delegates.
- Invoices raised on company accounts must be paid as per terms and conditions stated on invoice. Certificates will not be issued until full payment has been received.
- On confirmation of booking for individuals, full payment must be received before commencement of the course.
- Delegates are responsible for payment of their own accommodation/flights/local transportation and reservations.
- For courses with applicable local funding and/or grant, full course fee payment will be required for failure to complete the course or as a result of failing the examination(s). Where applicable, examination re-sit charges will apply.
- For SkillsFuture credit claim application, candidate is to pay for the course fee difference. In the event that SkillsFuture credit claim application is rejected by SkillsFuture Singapore (SSG), then full course fee payment is to be charged from the candidate.

Confirmation

- All course dates are **provisional** until formal confirmation has been sent.
- KBAT is not responsible for any accommodation, flights, etc. purchased.
- Upon receipt of completed registration, a notification will be sent regarding the course. Full joining instructions will only be sent once the course is confirmed.
- For online courses, once payment has been received, the delegate will receive log-in access details.

Change or Transfer and Cancellation

- Until course dates are formally confirmed, candidates may change or transfer their booking without additional cost to a similar or different course at least 14 working days prior to course commencement date.
- If KBAT has to cancel the course for whatever reason, a full refund (of the course fee only) will be given to any candidate who has paid a deposit or full amount and cannot transfer to an alternative. KBAT are not responsible for any accommodation and flights purchased.
- KBAT reserves the right to cancel a course or amend any course date at any time without liability. Candidates shall be given adequate notice of any changes in writing.
- Once enrolled, cancellations or refunds will not be issued for online courses.
- For NEBOSH courses, examination fees are non-refundable and non-transferrable once registered.
- KBAT appreciates that candidates may not be able to attend training courses once booked so cancellations can be accepted without charge no later than 2 weeks before course start date. Upon course confirmation, the following will apply:
 - Notice of cancellation from course confirmation and up to 3 days before course commencement date (start date) will be subject to a charge of 50% of the standard course fee + any non-refundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
 - Notice of cancellation from 3 days before course commencement date to start date (actual start day) will be subject to a charge of 100% of the standard course fee + any non-refundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
 - Substitution of nominated delegate where applicable shall incur examination costs or other administrative costs as per the approval body for the course and are subject to acceptance.
 - Where candidates cancelled or withdraw after course commencement, any SkillsFuture approved / PSEA claims will not be refunded.