

## Cancellation and Rescheduling Policy for Registered Courses

Once the training has been confirmed by **ChemPro Consulting International Pte Ltd**, the following cancellation and rescheduling terms will apply:

### Cancellation Policy

1. *Cancellations Made within 24 hours after registration submitted*

No addition fee with be charged.

2. *Cancellations Made Within 14 Days of the Course Start Date*

No refund will be provided for cancellations received within 7 calendar days of the course start date.

3. *Cancellations Made Between 14 to 28 Days Before the Course Start Date*

A 50% refund of the course fee will be issued for cancellations made between 8 and 14 days prior to the course start date.

4. *Cancellations Made More Than 28 Days Before the Course Start Date*

An 80% refund of the course fee will be issued for cancellations made more than 14 days in advance of the course start date.

### Rescheduling Policy

Participants may request to reschedule their registration to another course date within 3 months of the original course, subject to availability.

- *If the rescheduling request is received within 24 hours after registration submission or more than 28 days prior to the original course start date, no additional fees will be incurred.*
- *If the request is made within 28 days of the course start date, the cancellation policy above will apply.*

All cancellation and rescheduling requests must be submitted in writing to [admincp@chemproconsulting.com](mailto:admincp@chemproconsulting.com)