

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