

## Terms and Conditions

### Registration

- a) Seats will be offered on a first-come-first-served basis. For details, please contact us at (852) 2202 9111.
- b) Registrants/participants are liable to settle the entire course fee once the enrolment form has been submitted.
- c) Confirmation of class schedule will be sent two months before class starts. If you do not receive any confirmation two months prior to the course, please call (852) 2202 9111.
- d) Payment should be made together with the enrolment form before the course commencement.
- e) Official receipt will only be issued upon written request.

### Cancellation and/ or Changes

- a) Course fee is non-refundable or non-transferable to other courses unless a formal written request of withdrawal is received by HKQAA at least two months before the class commencement. Late enrollments are subject to the same cancellation deadline.
- b) Should a delegate fails to attend or withdraw after cancellation deadline, the full course fee remains payable.
- c) HKQAA reserves the right in any circumstances to cancel the Course, for example because of an insufficient number of participants or for whatever reason. The announcements will make two months before the course commencement.
- d) HKQAA shall not be liable to any Participant for any delay, non-performance of services, loss or damage arising from any cause or causes beyond its reasonable control including, without limitation, any of the following: governmental act, war, terrorist attacks, fire, flood, earthquake, storm, tsunami, embargo, explosion or civil commotion.
- e) If necessary, HKQAA has the absolute right to change the logistics, schedules, venue(s), speaker(s) and content of the course and/or training programme without any prior notice to the applicant(s) and the participant(s).
- f) In case that the training programme or the course is unable to held as scheduled under whatsoever reason(s), HKQAA has the absolute right to cancel the training programme or the course and notify the applicant(s) as soon as possible and refund the received course fee to the applicant(s). Either party shall not raise any claim against the other for any loss and damage.

## Substitution

- a) There will be no charge if a substitute person from the same organization wishes to replace the original delegate on the same course and date.

## Certificate of Attendance

- a) Certificate of Attendance will only be issued to participants who have attended the full course with no less than 90% attendance.

## Remarks:

1. All the above services are subject to HKQAA's general terms and conditions as published and amended by HKQAA from time to time without prior notice. HKQAA reserves the right to cancel the course, change the trainer, content, date, time and / or venue as necessary.
2. Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong) is not applicable to this Contract.
3. The governing law of this Contract is the laws of Hong Kong SAR and the Courts of the Hong Kong SAR has non-exclusive jurisdiction.
4. Should there be any inconsistency of Terms and Conditions between the Chinese and English version, Chinese version shall prevail.

## 條款及細則

### 報名

- I. 報名以先到先得形式安排。有關詳情，請致電(852) 2202 9111與本局聯絡。
- II. 申請表格遞交後，務必履行繳付責任。
- III. 本局於開課兩個月前發出課程時間及資料確認書，如在開課前兩個月仍未收到確認書，請致電(852) 2202 9111查詢。
- IV. 於提交表格時及開課前，必須繳付所有費用。
- V. 如欲索取收據，請在報名表上列明。

### 取消/更改

- I. 申請者必須於開課前最少兩個月以書面通知取消相關課程，否則已繳學費恕不退還或不得轉讓至其他課程，逾期報名者同樣必須遵照取消期限之條款。
- II. 臨時缺席或逾期通知，均須繳付學費全數。
- III. 香港品質保證局有權因參加人數不足或其他原因取消課程。通知將在課程開始前兩個月發出。
- IV. 香港品質保證局不會因任何延誤或因任何控制範圍以外的原因而導致的損失或損害作出賠償，包括：政府因素，戰爭，恐怖襲擊，火災，洪水，地震，風暴，海嘯，禁運，爆炸或內亂等。
- V. 如有需要，香港品質保證局有權更改上述課程的流程、講者、上課地點及內容，無須事前通知申請者及學員。
- VI. 如因任何原因導致課程未能如期舉行，香港品質保證局將盡早通知申請者及把已收的課程費用，全數退回予申請者，任何一方將不得再向另一方以任何方式追討賠償及損失。

### 轉換學員

- I. 已報名之學員可安排其他代表(必須為同一機構)出席已報名之課堂，不另收費。

### 出席證書

- I. 凡修畢此課程及出席率達九成以上，均可獲發出席聽講證書。

### 備註:

1. 以上服務根據本局所列之條款及細則為準，有關內容亦將不時作出修訂，如有更改，恕不另行通知。本局保留在任何情況下取消課程、更改講者、課程內容、日期、時間及地點的權利。
2. 《合約(第三者權利)條例》(香港法例第 623 章)不適用於本合約。
3. 本合約以香港特別行政區法律解釋，香港特別行政區法院有非排他性司法管轄權。
4. 如中英文版條款及細則有不符，則以中文版為準。