



SHOOT ACADEMY

TERMS & CONDITIONS

The following terms & conditions apply to SHOOT ACADEMY:

Registration

A S\$50 cash or cheque deposit payment has to be made at the time of registration. The balance fee to be fully paid three weeks before the course commencement.

Registration is complete as soon as the required cash or cheque deposit has been paid and a confirmation of payment and registration has been issued. Attending courses is allowed only after registration has been completed and the balance fee payment has been made.

In order for a course to take place, a minimum number of persons have to register. Should the minimum number not be reached, CREATIVE DIGISPHERE INTERNATIONAL PTE LTD reserves the right to cancel the course on grounds of lack of interest (see conditions of cancellation).

Course Fee

Course Fees include a full set of course notes and Certificate of Attendance.

Terms of Payment

Cash or cheque payment for the required fee deposit on the day of registration.

Balance Fees must be fully paid three weeks prior to the course commencement date. Either Cash or Cheque payment is acceptable

- Cash Payment to Creative DigiSphere International Pte Ltd at 291A South Bridge Road. Singapore 058836
- Cheque should be payable to Creative DigiSphere International Pte Ltd, and mail cheque to 291A South Bridge Road, Singapore 058836. Please write your name and handphone number behind the cheque)

Should you be unable to attend and the course fee has been fully paid, a substitute may attend at no extra charge if a written notice is given to Creative DigiSphere International Pte Ltd one week prior to course date.

Terms of Cancellation

Cancellations received in writing two weeks (i.e. 14 days including Sat, Sun & PH) prior to the course start date will be refunded in full less a \$80 (including GST) handling fee. No refund can be made if Cancellations are received less than 14 days notice. No refund can be made if the applicant didn't show up for the course.

CREATIVE DIGISPHERE INTERNATIONAL PTE LTD reserves the right to cancel any course if the courses cannot take place for organisational reasons (e.g. if the minimum required number of students is not reached), the course fee or security deposit will be refunded if the confirmation of payment is shown.

For any amendment of the course schedule caused by CREATIVE DIGISPHERE INTERNATIONAL PTE LTD, a new course date will be scheduled and applicants will be informed within 14 days from the date the applicant had originally registered. Should the proposed schedule date is not acceptable by applicant, the fee deposit or any amount of fee paid upfront will be fully refunded in cheque within 2 weeks from the date of notice given to applicant.

If the courses are postponed or take place at a different hour than announced, we cannot refund any additional spending that may be caused, e.g. by transportation, parking fees and others.

CREATIVE DIGISPHERE INTERNATIONAL PTE LTD reserves the right to cancel any courses if for any reason it can not be run, and the course fee or security deposit will be refunded if the confirmation of payment is shown.

Certificates and Confirmation of Participation

After the course has been completed, the student will receive a certificate of participation, provided that at least 75% of total course time is achieved by student.

Course Rules

Students must not be accompanied by other people or pets. Students should not display bad/improper behaviour that will disturb and upset the other students. The instructor has the right to take necessary steps to deal with these behaviours.

Insurance

No insurance will be undertaken by CREATIVE DIGISPHERE INTERNATIONAL PTE LTD in the course of rendering services to the students. In the event of any insurance claim, CREATIVE DIGISPHERE INTERNATIONAL PTE LTD will be under no liability in relation thereto, but will assist the student at his/her expenses in making a claim under the policy. The premiums payable for such insurance shall be charged to the student.

Liability

CREATIVE DIGISPHERE INTERNATIONAL PTE LTD and the course venue operator are not liable for loss of or damage to the students' personal belongings as well as for the materials provided.

Misprints/Mistakes

CREATIVE DIGISPHERE INTERNATIONAL PTE LTD reserves the right to change the programme in case of misprints or mistakes. Applicants' right to appeal against a change on the basis of error is not infringed by such a decision.