

eRegistration for Short Courses

Accredited by IHRP

SHRI Academy – Terms and Conditions of Course Registration

- All training dates are accurate at time of publication and SHRI Academy reserves the right to amend the dates whenever necessary.
- SHRI Academy reserves the right to reschedule or cancel any short course in the event of unforeseen circumstances and every effort will be made to inform the applicant &/or trainee at the earliest possible time via mode of contact provided.
- For HR WSQ Approved Short Course, trainee must achieve at least 75% attendance and must have passed the competency assessments to attain the **Statement of Attainment**.
- For IHRP Accredited Short Course, trainee must achieve at least 75% attendance and must have passed the competency assessments to attain the **Certificate of Completion**.
- Course and writing materials will be provided. Light refreshments will be served for morning and afternoon tea-breaks. Proper attire is required.
- In the event that if any trainee does not fulfil any funding criteria or fails to meet at least 75% class attendance or for any other reason where the funding is not approved, the trainee or the sponsoring-company is required to reimburse SHRI Academy the supported funding portion, without demand.
- Course fees shall be paid upon the issuance of invoice once the course commencement is confirmed and prior to attendance of short course.
- For those who are company sponsored and applied for funding support, payment for the course must be using company cheque or via GIRO.
- Payment by cheque, bank draft, telegraphic transfer, NETS or PayNow are accepted. Additional service fee is chargeable for payment by:
 - Master or Visa Credit Card: 3.09% of total fee
 - UOB Credit Card: 3.09% of total fee

Note: **Course which is approved for SSG Funding, training voucher/ rebate or any other discount/ promotional code shall not be entertained.

*****Terms and conditions apply.***