



HEAVEN'S GIFT ACADEMY

TERMS & CONDITIONS

GENERAL POLICY

Heaven's Gift Pte Ltd reserves the right to vary, amend or cancel the Course or its contents or alter the composition of the relevant lecturing team and venue for the training at any time at its discretion.

Certificate of Completion will be given when there is at least 80% attendance by the Student and upon submission of assignments.

Heaven's Gift Pte Ltd reserves the right to cancel or postpone the Course where enrolment is insufficient.

PAYMENT POLICY

Course fee is payable in full upon enrolment.

Registration is only confirmed upon full payment of course fees received with completed registration form.

Upon confirmation of registration, a notification email will be sent to arrange for a pre-course interview where relevant documentation has to be presented for verification (copy of Identity Card or Passport, and required transcripts/certification).

DEFERMENT POLICY

No deferment is allowed upon Course Commencement Date.

Following charges will apply for deferment received in writing prior to Course Commencement Date.

Charges (Inclusive of GST)	If written notice of deferment is received
No charges	More than 30 days before the Course Commencement Date
SS200.00	Within 30 days before the Course Commencement Date

CANCELLATION POLICY

Cancellations/withdrawals are not allowed once a written confirmation has been sent to the Student. However, a replacement may be sent to attend the same course.

The replacement Student must submit his/her registration form at least 2 weeks prior to class commencement date.

PERSONAL DATA NOTICE & CONSENT

The information the Student provides in this Registration Form is to enable Heaven's Gift Pte Ltd to:

- register and contact the Student about their attendance for the Course;
- carry out administrative activities for the Course;
- plan and develop future activities and opportunities;
- facilitate the Student's requirements in relation to the Course;

- allow the compilation and analysis of statistics relevant to the Course.

CONFIDENTIALITY CLAUSE

Heaven's Gift Pte Ltd is committed to maintaining the confidentiality of the Student's personal information and undertakes not to divulge any of the Student's personal information to any third party without the prior written consent of the Student subject to the obligation of Heaven's Gift Pte Ltd to disclose to any Singapore government authority any information relating to the student in compliance with the law and/or to the organisation awarding the certification.

NOTICE OF PHOTOGRAPHY & VIDEO RECORDING

By attending the Course, the Student consents to the use of his/her photograph, voice, likeness, and image in any broadcasts of this event and in subsequent productions drawn from video or audio recordings of this Course. The photographs and recordings may be published or broadcasted in the official Heaven's Gift Pte Ltd website and social media. All recordings, articles, quotes, photographs, films, audio or video and/or any reproductions of same in any form, are the property of Heaven's Gift Pte Ltd. Heaven's Gift Pte Ltd, its affiliates, employees, representatives and agents are released from any and all claims, demands, costs and liability that may arise from the use of these interviews, recordings, photographs, videotapes or films, and/or any reproductions of same in any form, as described above, arising out of being interviewed, recorded, photographed, videotaped or filmed.

It is the responsibility of the Students to remove themselves from group and candid shots or recordings that the photographers or videographers intend to capture, if they do not wish to have their photos/audio-visual recordings taken at any time.

INTELLECTUAL PROPERTY

Heaven's Gift Pte Ltd owns the intellectual property for the assigned courses developed as part of teaching, research, and service activities, including and not limited to educational materials such as course packs, lecture materials, videos, slides, documents, assessments, and any current or future means of disseminating knowledge or expertise. The Student or Apprentice is not allowed make any audio or video recording during the course, nor reproduce any educational materials developed by Heaven's Gift Pte Ltd, for any purpose and in any manner, unless with the written permission of Heaven's Gift Pte Ltd. Heaven's Gift Pte Ltd shall have the rights to take legal actions against any unauthorised usage or duplication of the educational materials.