

## **General Terms and Conditions**

### **Seminar**

1. Seats will be offered on a first come first served basis.
2. Early bird discount is applicable to selected seminar only. Delegate should register and settle payment before early bird deadline to entitle the discount.
3. Early bird discount cannot applied in conjunction with any other special offer determined by CED School of Business.
4. Corporate discount will be offered to a group of three or more to enrol on the same seminar and date.
5. Corporate discount is not applicable to seminar below HKD1000.
6. Seminar fee is non-refundable or non-transferrable to other seminars unless a formal written request of withdraw is received by CED School of Business at least 14 working days before seminar commencement.
7. Delegates are expected to attend the seminar at the place and time specified in the leaflet. Should a delegate fail to attend or withdraw after cancellation deadline, the full seminar fee remains payable and no refund can be arranged.
8. Substitutions can be made without penalty.
9. For any postponement request, CED School of Business will endeavour to accommodate suitable alternatives wherever possible. The request should be made 14 working days before seminar commencement. Seminar fee cannot be waived or refunded.
10. CED School of business reserves the right to make alternations regarding arrangements.