

TERMS & CONDITIONS

Registration & Payment

1. Registration is accepted on a first-come, first-served basis, and subject to availability of seats and receipt of payment. An automated email notification will be sent to your registered email address upon confirmation of registration along payment instructions for the chosen fee payment mode.
2. Registration fees must be paid in full upon registration.
3. Payment may be made through the following modes:
 - a. **By Credit Card:**

Reply the notification email with the following details to authorize processing of payment:

 - I. Name of card holder
 - II. Credit Card number
 - III. Expiry date (MM/YYYY)
 - b. **By Cheque / Bank Draft in SGD :**

Please make a Cheque (for local participants) / Bank Draft (for overseas participants) in SGD payable to “National University of Singapore” for the correct amount, indicating on the back of your cheque the following information:

 - I. your full name;
 - II. name of organization
 - III. seminar date

The Cheque/ Bank Draft should be mailed to the address listed in the notification email.
 - c. **By e-invoice:**

Reply the notification email with details of the following:

 - I. invoice contact person;
 - II. business unit (if applicable);
 - III. email of contact person

Refund, Cancellation & Transfer

4. NUS Law School and the designated event organizers reserve the right to alter any of the programme details or other arrangements for this event, including cancellation or postponement of the event, should circumstances so warrant and in that event, a full refund of the registration fees will be given.
5. Registrations are transferable within the same organisation. Please provide the name and contact information of the replacement participant **at least two weeks in advance of the event**. The replacement participant would be expected to submit a fresh registration form and agree to the terms and conditions of the registration.
6. There will be no refund whatsoever for the following cases:
 - a. If the notice of cancellation is received after the registration deadline;
 - b. If a participant fails to attend the event or any part thereof for whatever reason; and/or
 - c. For cancellation of registration for any event for which refund is expressly stated to be unavailable.