

**REGISTRATION & POLICIES**

1. Before you make payment, please call the box-office to confirm whether there are any vacancies for the course that you intend to join.
2. All fees must be paid before the commencement of the course. Even if the participant should miss one or more lessons, he/she must still pay the full sum of the course fee.
3. Confirmation of places will be on a first come, first serve basis and upon receipt of payment.
4. The organiser reserves the right to cancel or change the date of the course.
5. There shall be no refund under any circumstances, except in the event of a class cancellation. If the registrant withdraws a week before the course commences, half the fee may be refunded.
6. Participants should be punctual for the course lessons.
7. The organiser will neither be responsible nor be required to compensate for the cost of any loss, damage or injury caused to the participant at the premises of The Substation.
8. The organiser reserves the right to refuse admission to and eject any participant who causes any disturbance or embarrassment at the premises of The Substation.
9. The participant shall be liable for any damage or loss to The Substation arising from negligence on the part of the participant.
10. The participant shall adhere to the above rules and regulations as stipulated and comply with the directions of the organiser.
11. The organiser reserves the right to add, amend, waive, cancel and/or suspend any of the rules and regulations without prior notice.
12. Some courses may require a minimum number of participants before commencement. The Substation reserves the right to postpone or cancel a course due to a lack of participants.
13. Payment is to be made by cash or cheque only.

Please note that cheques are to be made payable to **The Substation Ltd**, and addressed to:

**The Substation**  
**45 Armenian Street, Singapore 179936**

- The Substation Box Office opens from 12pm-8:30pm on weekdays only, except on public holidays Tel: 6337 7800, Fax: 6337 2729 Email: [chris@substation.org](mailto:chris@substation.org)

Please fill in your particulars and mail/submit the form along with the payment to The Substation for registration of courses.

Course Title: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

I.C. Number: \_\_\_\_\_ How did you find out about our courses? \_\_\_\_\_

Email: \_\_\_\_\_ Would you like to be part of our mailing list? \_\_\_\_\_

I agree to abide by the course policies set by The Substation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Official Use

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Amount Paid

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Cash/Cheque No.

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OR Number

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Date