

## CCH Learning

### TERMS & CONDITIONS

This Agreement sets out the terms and conditions governing the Customer's use of the Solution and the provision of the Services by the Supplier.

### Terms and Conditions for Registration of Wolters Kluwer Executive Events

#### Registration & Confirmation

Reservations may be made by telephone/email. Events are subject to minimum enrolment numbers being met. A confirmation email will be sent to you 7 days prior to the event. If you do not receive your email confirmation, please contact us within 3 working days before the event commencement at [SG-events@wolterskluwer.com](mailto:SG-events@wolterskluwer.com). Wolters Kluwer will not be responsible for registrations that are lost, delayed, misdirected or incomplete.

#### Invoice

Your invoice will be emailed to you after your registration.

#### Payment

Once your participation is confirmed, you will be required to make payment for the event by credit card or by cheque. Payment must be received prior to the event commencement date.

**By Credit Card:** Please fill in your credit card details in the "Mode of Payment" section of the registration form to authorise the debit from your credit card.

**By Cheque:** All cheques should be made payable to "CCH Asia Pte Ltd" with the title of the programme(s) indicated clearly on the back. Mail cheques to:

8 Chang Charn Road  
#03-00 Link (THM) Building  
Singapore 159637

#### Requests by participant for event cancellation / deferment or participant replacement

Cancellation is allowed up to 7 days prior to the event. Replacement of participant is allowed at no additional charge if you are unable to attend. A notice of replacement must be made in writing to us at least 3 working days prior the event. Full payment will be imposed and there will be strictly no refund for a no-show on the event day. In such cases, a complete set of the course materials will be sent to you at no additional charge.

**Event Changes**

Wolters Kluwer reserves the right to amend, cancel or postpone any events, speakers and/or event dates.

**Personal information**

By registering for an event, you acknowledge and agree that Wolters Kluwer will hold and use the personal information you provide in accordance with our privacy policy, which is available on our website.