Creativeworkz Floristry Academy
By FarEastFlora.com Pte Ltd
565 Thomson Road. Singapore 298184
Tel: (65) 6259 8315 / 6958 8397
Email: creativeworkz@FarEastFlora.com
Url https://www.creativeworkz.com.sg

Workshop Registration Form

Please write in CAPITAL LETTERS. Indicate "X" in boxes where applicable.

Workshop Title : _____

Workshop Code : _____ Date / Time : _____

Personal Particulars

*Full Name (as in NRIC/FIN/WP)					
Nationality	☐	Singapore Citizen/PR	Gender	☐	Female
	☐	Others (pls specify):		☐	Male
*Mobile Number:			Alternative Contact Number:		
*Email Address :					
Mailing Address		POSTAL CODE:			
Contact Person (In case of emergency)			Contact No.		

**mandatory fields*

Payment Mode

☐ PAYNOW UEN: 200001590CAC2 FarEastFlora.com Pte Ltd Date: ……Time: ……..

☐ Funds transfer into FarEastFlora.com Pte Ltd – DBS Current Account No. 003-901134-2

☐ Crossed Cheque No.. ….....made payable to Far East Flora.com Pte Ltd

☐ Credit Card: VISA / MASTERCARD / AMEX

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry: ...../.....(MM/YY)

Name on Card:……..... [CVV not required]

For Official Use Only

Workshop Fee Payable : $ _____ ☐ *Promo ID:* ……..

Voucher / Discount (if any) : $ _____ *Voucher No. ……/ Staff Dept……..*

Amount Payable : $ _____

Payment Date : _____ Processed by : _____

Order Number : S/O _____ Tax Invoice No.: Inv _____

Terms & Conditions

1. **Registration**
   - Registration can be done in person or via email with the Registration Form duly signed, on a first-come, first-served basis. Full payment of workshop fee must be done within 3 days after submission of registration form. Failing to settle payment within the grace period will result in an automatic withdrawal and applicant's place will be released.
   - Registration closes 1 week before the workshop date, or when the class is full, whichever is sooner.

2. **Confirmation**
   - Applicant will be notified through email 1 week before the workshop date.

3. **Cancellation / Postponement**
   - Training provider reserves the right to cancel or postpone the workshop, combine one class with another, replace the trainer, refuse any enrolment and expel any applicant who misbehaves himself/herself.

4. **Attendance**
   - Applicant is expected to attend the classes punctually.
   - There is no replacement class for any applicant who is late or absent due to illness, personal and professional reasons.
   - If an applicant is unable to attend the workshop(s), he/she may opt to find his/her own replacement for the workshop(s) or collect the workshop material within 2 days from workshop date. Collection time: 9am to 6pm.

5. **Refund Policy**
   - Applicants who wish to withdraw from the workshop must submit a written notice to CreativeWorkz (FEF.com) using the Refund Form. Valid grounds accepted include: medical, overseas assignment or compassionate grounds.
   - The refund should take no earlier than 60 working days. Applicant can only receive refund in person by cheque. Payment by credit cards shall be refunded to the credit card accounts.
   - Refunds are administrated according to the guidelines listed below:

Written Notice required by CreativeWorkz	% Refund of fees
More than 21 days before course commencement	90%
More than 7 days before course commencement	50%
Less than 7 days before course commencement	No Refund

6. **Workplace Safety & Health**
   - Applicant is required to wear covered and anti-slip shoes at all times in class. Applicant will not be permitted attendance if he/she does not comply with safety regulation.
   - FEF.com will not be liable for any injury or mishap to the applicant or any loss or damage incurred by the applicant during the workshop.

The above Terms & Conditions may change without prior notice. All information provided will be treated with strict confidentiality.

Declaration

I declare that all the information provided is true and correct. I understand that misrepresentation or omission is sufficient grounds for rejection of my registration and withdrawal of any place which may be offered and that this withdrawal may take place at any stage before the workshop date. I understand and agree to abide the terms and conditions stated by FarEastFlora.com Pte Ltd (FEF.com).

Signature of Applicant

Date