



Terms & Conditions

Cancellation Policy

1. All cancellations must be made via email and sent to admin@sias.org.sg with the subject title "Cancel Registration" at least **five (5) working days** before actual date of the event.
 - a) Cancellations made at least five (5) working days before the event – Amount will be refund.
 - b) Cancellation made less than five (5) working days before the event – An administrative fee of 10% will be imposed.
2. If you fail to show up for a course without cancelling/transferring beforehand, you are liable for the full fee.
3. You may request for a representative to attend in your place at no extra cost. SIAS will consider the request and inform you accordingly of the acceptance.