

TRAINING POLICIES

Reserve first for your training slot and wait for the confirmation on your reservation. Thereafter, you may deposit the Seminar Fees, book ticket (airline) and secure accommodations.

RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s). Likewise, once reservation is FULL, RBAP-RBRDFI has the right to refuse of participation or reimbursement on any damage brought by unconfirmed reservations.

*Deadline for submission of confirmation sheet is not later than **January 08, 2016**.*

1. *Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior the seminar date or **December 20, 2015**. Otherwise, reservation is considered cancelled.*
2. *Cancellation Policy: - This will apply to non-subsidized training fee.*
3. *Cancellation Policy: - This will apply to non-subsidized training fee.*
 - *10 days prior the seminar date is entitled for a full refund. *Regular Rate only*
 - *3 days prior to the seminar date is entitled for a half refund * Regular Rate only*
 - *Participants who have paid but failed to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee. (Regular Rate only)*
 - *For special cases (health, accident etc.), kindly coordinate with RBRDFI staff for refund procedures and requirements.*