

## Enrollment Policy and Course Regulation

1. Organization with more than one participant for each course, separate enrollment form is required for each participant. Application form will be accepted three months before the commencement of the course only.
2. Seats reservation could be made through email to training@aat.com.hk.
3. Enrollment form should be completed with bank-in to this account - DBS Bank (Hong Kong) Ltd: 478-788086903 (the bank-in receipt should be email to training@aat.com.hk).
4. Acceptance will be allotted on "First-Come-First-Served" basis. A confirmation email will be sent to the participant/organization within 5 working days upon receipt of payment.
5. For shipper, a certificate approved by CAD with the indication of CBTA function 7.1 will be awarded to the participants who have completed the course and successfully passed all the assessments. For airline and forwarder, an IATA certificate with the indication of CBTA function 7.3 will be awarded to the participants who have completed the course and successfully passed all the assessments.
6. Fee paid are not refundable regardless of whether students have attended class or not, unless the enrolled course is full, cancelled or in exceptional circumstance subject to the approval of AAT.
7. Once the confirmation email has been issued, cancellation of each enrollment requested by participant /organization is not allowed.
8. Any subsequent change/amendment on course date for each enrollment is subject to an administration fee. Such fee is due immediately when the participant/organization request is made. HK\$300 for requisition made with no less than 4 working days before the course start. And 50% of course fee or minimum HK\$300 (whichever is higher) for requisition made within 3 working days before the course start.
9. Participant/organization is allowed to replace any confirmed seat with different person, however participant /organization is responsible to ensure the person has fulfilled the requirements adopted by individual training, otherwise no certificate will be issued for such circumstances.
10. AAT reserves the right at its own discretion to cancel courses or make any alteration including but not limit to instructors, venue and the content of course if necessary.
11. Regarding the dress code, smart casual is encouraged during the course. Jeans and T-shirts are also allowed. However, participants should not wear shorts, sandals etc.; otherwise, participants may be invited to leave the training venue and the course fee would not be refundable due to these circumstances.
12. In the event of typhoon and rainstorm signal (typhoon signal No. 8 and above or black rainstorm signal remains in force on or before 7:00 a.m. on the training day), the training will be rescheduled.
13. For re-issuance of certificate, an administrative fee of HK\$200 would be levied for each participant if applicable.
14. The personal data provided will be used by AAT for purposes of the training course only.
15. AAT reserves the right to update the enrollment policy and course regulation from time to time without any notice.