



Dr Motivate  
正能量·博士

## TERMS AND CONDITIONS FOR PROFESSIONAL TRAINING COURSE

### 專業培訓課程條款及細則

*(Last modified on August 9, 2019)*

By enrolling into programs offered through Dr Motivate and any of its related companies or subsidiaries (collectively referred to as "Dr Motivate"), the applicant acknowledges and agrees to our Terms and Conditions as specified below:

#### **Enrollment**

- Enrollment in Dr Motivate workshops may be subject to pre-workshop assessment to determine applicant's suitability to enroll in workshops.
- Dr Motivate reserves the right to refuse the admission of any applicant.
- Dr Motivate reserves the right to discontinue an applicant's enrollment at any time due to non-payment of workshop fee in part or in full, disruptive behavior in workshop, or negative impact on other applicants' learning.
- Dr Motivate reserves the right to reschedule a workshop at any time due to low enrollment or when a trainer scheduled for the workshop becomes unavailable.

#### **Payment**

- Applicants will receive an invoice with payment methods from Dr Motivate for the workshop fees once the application for enrolment is accepted and confirmed.
- For workshop costing HKD500 or above per person, applicants must settle a deposit of 10% total workshop fees when the invoice is received to hold the space in the workshop. Applicant must settle the balance (90%) of total workshop fees 10 business days before the workshop commencement date.
- For workshop costing below HKD500 per person, applicants must settle the total workshop fees 10 business days before the workshop commencement date.
- Dr Motivate reserves the right to withdraw or preclude the applicant from attending the workshop if the applicant had not settled the deposit or the balance of the workshop fees.
- Deposits are non-refundable once the applicant's placement has been confirmed.

#### **Refunds, Cancellations, and Withdrawals**

##### **Refunds**

- Dr Motivate does not provide refunds of deposit or fees paid for the workshop, except in the event that the workshop applied is cancelled or rescheduled.
- Dr Motivate does not provide refunds of workshop fees paid if the applicant's enrollment is averted after workshop commencement due to disruptive behavior in the workshop, or negative impact on other applicants' learning.
- In the event that Dr Motivate offers a revised arrangement for cancelled workshops, applicants have the right to decline the arrangements offered and choose to receive a full refund of the deposit or workshop fees paid.
- Dr Motivate will inform the applicant on refund arrangements either by phone or Email.

##### **Cancellations**

- For workshops cancelled due to unexpected public health warnings, e.g. swine flu, Dr Motivate will try to accommodate the majority with makeup workshops.
- Workshops will be cancelled if Typhoon 8 or above, or BLACK rainstorm signal or above is issued or expected to be issued 2 hours before workshops start. Dr Motivate will notify the applicants by telephone call/Email/text message if workshops will be cancelled.
- For workshops cancelled due to severe weather conditions, Dr Motivate will try to accommodate with makeup workshops, but with no guarantee.



Dr Motivate  
正能量·博士

## TERMS AND CONDITIONS FOR PROFESSIONAL TRAINING COURSE

### 專業培訓課程條款及細則

#### Withdrawals

- Withdrawals are accepted when the applicant developed severe health problems after enrolment in the workshop. Such claims must be supported by a written note issued by a Medical Doctor stating it is unsuitable for the applicant to enrol in the workshop.
- Withdrawals are also accepted in the event that the applicant is struck with unexpected family or personal issues which hinder the applicant from attending or completing the workshop. The applicant could apply for withdrawal from the workshop in writing, and complete the workshop at a later date when the same or similar workshop is offered by Dr Motivate again. Each workshop applicant will be granted such withdrawals ONCE only.
- If the application for withdrawal took place 10 business days or more before workshop commencement, and the deposit has been paid, the applicant will receive a credit for the deposit paid that could be applied on future Dr Motivate Workshops. There is no deadline on the credit note.
- If the application for withdrawal took place less than 10 business days prior to workshop commencement and the full workshop fees have been paid, the applicant will receive a credit for the workshop fees paid that could be applied on future Dr Motivate Workshops. There is no deadline on the credit note.
- If the application for withdrawal took place after workshop commencement, and the application is granted by Dr Motivate, the applicant will receive a credit for the balance of the workshop fees paid on a pro-rata basis that could be applied on future Dr Motivate Workshops. There is no deadline on the credit note.
- All withdrawals will be charged HKD150 for administration. Dr Motivate holds all rights in refunds, reschedules, and cancellations.