

Event Policy:

All registration fees include a non-refundable administrative fee amounting to 30% of the registration fee. Asian Leadership Centre reserves the right to cancel or reschedule any event. In the event of program cancellation, we make every effort to notify participants 4-5 weeks prior to the event. Therefore, we recommend purchasing a refundable airfare. Asian Leadership Centre is not responsible for any airfare penalties, travel or hotel charges that may be incurred due to cancelled or rescheduled events.

Cancellations/Substitutions (Events) :

- All cancellations, substitutions and reschedule requests must be made in writing to registration@asianleadershipcentre.org
- Cancellations must be received 6 weeks prior to the start of the event.
- Cancellations before the 6-week deadline receive a refund to their account minus the non-refundable administrative fee.
- Before the 6-week deadline, transfers to another workshop or event occurring more than 6 weeks out are permitted, minus the non-refundable administrative fee.
- Any remaining balance as a result of transfer is due immediately.
- Cancellations after the 6-week deadline will be charged the full event fee.
- Attendees may be substituted at any time without penalty.

Cancellations/Substitutions (Programs) :

Registration for leadership programs are non-refundable

Cancellations/Substitutions (Goods) :

Goods (including reports & books) order cannot be cancelled once order has been placed. You shall be liable to pay for any Service or product that you have already ordered.