

Kampleton Airfreight Workshop

Enrolment Procedure and Policy

1. Enrolment form should be completed and bank-in to "Bank of East Asia"
"Kampleton Airfreight Workshop" bank account number: 015-515-68-11047-9;
the enrolment form and bank-in receipt should be email to admin@kampleton.com or Whatsapp to 6306 6063

Online enrolment should be bank-in to "Bank of East Asia"
"Kampleton Airfreight Workshop" bank account number 015-515-68-11047-9;
email bank-in receipt to admin@kampleton.com or Whatsapp to 6306 6063
2. Acceptance will be allotted in "First-Come-First-Served" basis. A confirmation email will be sent to the applicant/organization within 5 working days upon receipt of payment.
3. Fee paid are not refundable regardless of whether students have attended class or not, unless the enrolled course is full, cancelled.
4. Cancellation/amendment on each enrollment is subject to an administration fee of HK\$300 will be charged to applicant/organization. Applicant/organization is allowed to replace any confirmed seat with different person. However, the replacement must be fulfilled the training course requirements.
5. Once the confirmation email has been issued, cancellation of each enrollment requested by applicant/organization is not allowed.
6. Kampleton Airfreight Workshop reserves the right to cancel courses due to insufficient enrollments and make alteration regarding class location if necessary.
7. Business casual dress code is welcome. However, participants should not wear shorts, sandals. Otherwise, participants may be invited to leave the training centre and the course fee would not be refundable.
8. In the event of typhoon and rainstorm signal (typhoon signal of 8 and above or black rainstorm signal remains in force on or before 8:00 a.m. on the training day), the training will be rescheduled.
9. If re-issue of Certificate request, an administration fee of HK\$100 will be charged applicant/organization.