

GENERAL TERMS AND CONDITIONS

1. Acceptance of participants is on a first-come-first-served basis. The Foreign Service Institute Employees' Association (FSIEA), Inc. reserves the right to reject applications that will pose security risk, undue disadvantage, or public humiliation for the Foreign Service Institute or for the Philippine Government;
2. All participants of the seminar on Protocol, Social Graces and Etiquette are required to register via online submission;
3. In order to be considered registered, participants must have paid the amount corresponding to the payment scheme they opted for in the application form. Those who opted for the installment basis are required to sign the promissory note;
4. Participants have to send the properly filled out registration form, deposit slip indicating down payment or full payment, and signed promissory note (for installment-based payments) to fsiea@fsi.gov.ph for confirmation and verification of registration. The Foreign Service Institute Employees' Association (FSIEA), Inc. shall issue an official receipt as proof of payment;
5. Online participants must pay the full amount corresponding to the number of seminars they chose in the registration form. In no case shall they be allowed to continue with the course if they have unsettled account(s);
6. The **Certificate of Completion** shall be given to a participant who has attended all four (4) modules with attendance of not less than 80% of the total number of hours of the whole course and who has complied with all the course requirements;
7. The **Certificate of Participation** shall be given to a participant who has successfully completed one Module with attendance of not less than 80% of the total number of hours of the Module and who has complied with all the Module's requirements;
8. The **Certificate of Attendance** shall be given to a participant who has successfully completed one Seminar with attendance of not less than 80% of the number of hours of the Seminar and who has complied with all the Seminar's requirements;;

9. Participants who opted for installment basis shall be issued their corresponding certificates upon full payment of their outstanding balances. They must also have complied with all the necessary requirements;
10. Unpaid balance from previous modules or seminars attended shall be subject to an interest of 1% of the total unpaid amount for every day that the account is not paid, subject to 3% penalties.
11. Refusal to settle unpaid accounts shall not bar FSIEA Inc. from filing legal claims and damages against participants.

CONFORME:

SIGNATURE OVER PRINTED NAME