

## Cancellation Policy and Important Notes

The LKY School reserves the right to determine the final list of participants taking diversity into account.

Once confirmed, should the participant cancel less than four (4) weeks before the programme, the LKY School will charge the participant or the sponsoring organisation a cancellation fee equivalent to 50% of the programme fee. Participant or the sponsoring organisation will be charged 100% of the programme fee once the programme commences. LKY School reserves the right to postpone or cancel the programme by giving at least 14 days' notice. All cancellations of participation, including substitutions/ transfers/ postponement must be confirmed in writing (via email).

Please note that photography, audio, and video recording may occur during the programme. All photography, audio, and video recording may be used for the purpose of LKY School's marketing, publicity purposes in print, electronic, and social media. If you do not wish to have your image recorded or published, for compelling and legitimate grounds relating to your particular situation, please inform us via email before the start of the programme. LKY School shall not be responsible for photographs and/ or videos taken by unauthorised persons during the programme.

All participants shall be responsible for their medical expenses while in Singapore. The LKY School highly encourages all participants to purchase appropriate insurance(s) before travelling for overseas participants. Please note that LKY School and NUS shall not be responsible for any personal injuries, loss, damage, illness, discomfort or costs of whatever kind which the participants may sustain during the duration of the programme.

By submitting this application form, you agree that LKY School and NUS may collect, use, and disclose your personal data, as provided in this application form, for the following purpose in accordance with the Personal Data Protection Act 2012 and our data protection policy:

Disclosure and transfer of your data to third party service providers, agents and/ or our affiliates or related corporations that provide administration, data processing, computer, or other services to LKY School and NUS.

Please visit our website at <http://www.nus.edu.sg/legal-information-notice> for further details on our data protection policy, including how you may access and correct your personal data or withdraw consent to the collection, use, or disclosure of your personal data.