

## How to Make Payment for IB Asia Pacific Regional Workshops

*The Regional Office should receive payment within two weeks after registration.*

### **Payment by Telegraphic Transfer**

Please arrange for payment to be remitted to:

Name: International Baccalaureate Organization  
Account Number: 243 - 036225 – 178 (USD)  
Bank: Hong Kong and Shanghai Banking Corporation Limited (Tanglin Branch)  
6 Claymore Hill, #01-00 Claymore Plaza, Singapore 229571  
Swift Code: HSBCSGSG

***\*\*Please inform your Finance Dept that all bank charges are to be borne by the Remitter and that IB must receive the workshop fee in FULL.***

### **Payment by Bank Draft**

Bank Drafts should be made payable to: ““International Baccalaureate Organization”” and mailed to the IBAP Regional Office (see address on cover page). **Please include an extra USD25 to pay for bank charges.**

## Important Information:

- 1) Underpayment of workshop fees will delay the confirmation of registration.**
- 2) In order for us **to record and verify your payment correctly**, please quote the relevant references on the Bank Transfer Slip or on the back of the Bank Draft:
  - a) Name of the workshop
  - b) Reference Number
  - c) School Name
  - d) Participant name(s)
- 3) If Regional Office has yet to receive payment after the Early Bird deadline, you will lose the Early Bird privileges and the fees will automatically revert to the regular rate.
- 4) Reservations of seat with School Name are not entitled to Early Bird privileges and will need to pay an additional administrative fee of US\$80 when you submit the names of participants.
- 5) Programme Coordinators should communicate to participants regarding their registration and payment status. It may be advisable to print a copy of the acknowledgement email for participant to bring along to the workshop venue for verification purposes, if needed.
- 6) Travel arrangements should be made only after receipt of confirmation email from the Events Team.
- 7) Unregistered teachers who appear for events on-site should not expect to be admitted. The Regional Office reserves the right to deny admission under these circumstances.

It is very important for the Events Team to have accurate and timely registration data in order to fulfil the considerable logistical requirements of workshops and conferences. Accurate details are essential for the preparation of the venue, workbooks, support materials, certificates, transportation, catering and other aspects of events. When schools make

changes in participants' registration status, it poses significant challenges to the administration of a successful professional development experience for all.

In consideration of these circumstances, please note the following Cancellation, Transfer & Substitution Policy.

	<b>Policy</b>
<b>Cancellation after registration, prior to registration deadline</b>	US\$80 per cancellation
<b>Cancellation after registration deadline and before 14 days prior to the workshop</b>	US\$200 per participant
<b>Cancellation within 14 days prior to the workshop</b>	No refund or credit note
<b>Cancellation due to Visa refusal</b>	No refund or credit note
<b>Regional Office cancels workshop</b>	Full refund of registration fees less bank charges in the form of a credit note
<b>Substitution</b> A substitution is a change of participant originally registered within the <b>same</b> subject workshop in the <b>same</b> event OR <b>different</b> subject workshop in the <b>same</b> event.	US\$80 per substitution  <i>If for a different subject, do check with the Regional Office for availability first.</i>

The Regional Office reserves the right to amend any of the policies and procedures as it deemed fit and necessary.

**IB DISCLAIMER**

*Neither the IB nor its directors, officers or agents is responsible or liable for the safety and property of visiting team members or their companions during workshops/visits or any excursions related thereto. Travelling to and from the workshop/visit venue shall take place under the visiting team members' sole responsibility. Visiting team members are advised to seek information on potential health and security risks incurred by themselves or their companions at the workshops/visits and to secure adequate insurance coverage. Swiss law shall govern any legal issues relating to the workshops/visits. Any disputes arising with respect to or in connection with workshop/visits shall be finally settled by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.*