

## **Certified Training Center by the Saudi Commission for Health Specialties Terms and Conditions and Policy**

The "Registration and Cancellation Terms & Conditions and Policies for Scientific Activities  
Accredited by the Saudi Commission for Health Specialties"

### **Registration and Enrollment T&C for Courses:**

1. Registration will open for any courses conducted or organized by the Center of Excellence for Autism after the official announcement of the scientific activity on the center's website and its social media channels.
2. Registration must be completed through the website by filling out the required information and submitting it within the specified period. Registration submission ends one day prior to the start of the course
3. Registration is considered complete after paying the full required fees and receiving a confirmation payment via email.
4. Final acceptance is granted after the organizing committee reviews the registration, and you will be officially notified of your acceptance via email.
5. If you do not receive a confirmation email of payment or final acceptance after completing the required procedures, please contact us via email at [training@acesaudi.org](mailto:training@acesaudi.org) or call the unified number 920011452, extension 5023.
6. If the center modifies or changes the course due to any circumstances, the registrant will be notified no later than three days before the course starts.

### **Attendance Policy:**

1. Participants must adhere to the scheduled timing of the scientific activity as outlined in the scientific program.
2. All hours of the activity must be attended to ensure that you receive the accredited training hours from the Saudi Commission for Health Specialties.
3. Per policy, in the case of absence or if the participant needs to leave early, they must communicate with the organizing committee prior via email at [training@acesaudi.org](mailto:training@acesaudi.org) and provide any required documents if asked for.

### **Cancellation and Refund Policy:**

Due to the limited seats and high demand on the courses organized by the center, please consider the following in case of cancellation:

1. If the course is cancelled by the center, registrants will receive a full refund.
2. Any cancellation on behalf of the registrant must be submitted via email at [training@acesaudi.org](mailto:training@acesaudi.org) one week prior to the start of the course for a full refund.
3. If a cancellation is submitted by the registrant less than a week prior to the start of the course, a refund will be issued with a 15% deduction fee.
4. Registrants are not entitled to a refund after the course has started.
5. To process a refund, please provide the registrant's name, email address, invoice, and amount paid. All refund requests must be accompanied by the original payment receipt.

### **Attendance Certificate Terms and Conditions:**

1. Certificates are issued to participants who have successfully completed the course by attending the full planned hours and meeting the specified criteria.
2. For participants holding the Saudi Commission for Health Specialties license, the certificate issued for the course will reflect the number of accredited hours pre-determined by the Saudi Commission for Health Specialties.
3. For participants who do not hold a license from the Saudi Commission for Health Specialties, a certificate of attendance will be issued for the scientific activity from the training center only.