

## TERMS AND CONDITIONS OF COURSE REGISTRATION AND PAYMENT

Updated 23 September 2026.

Please note the following terms and conditions which are applicable to your application. Read them carefully before signing the application form and/or making payment.

- **COURSE REGISTRATION:**

- **“First-Come , First-Served”** All courses are filled on a “First-Come, First-Served” basis i.e. candidates who complete **and register their application (preferably online), and pay their course fee** will have their place guaranteed on the course and may pick up their study materials as they become available. Candidates who have applied but not yet paid are not guaranteed a seat in the course nor are they allowed access to the study materials until payment is received.
- **Waiting List:** If a course is full, candidates can ask to be placed on a waiting list and may be assigned a seat in the course should anyone not be able to attend the course for any reason and/or may apply for a seat on the following course. The waiting list will also work on a “First-Come, First-Served” basis i.e. those at the top of the list will get first offer of a seat on the course.

- **Payment of Course fees:** Fee payment is expected as per the terms of your invoice. Candidates who fail to make payment according to the agreed terms will not be permitted to attend class until payment is received. All participants are offered the same payment terms based on the following guidelines:

- **Early Bird Discount:** Full payment of course fees at least 2 weeks before the course start date entitles the candidate to a 10% discount on the regular course fee.
- **University Undergraduate Students** aged 23 years and below are entitled to a 30% discount on regular course fees and must pay 100% upfront. No other discounts are applicable with this student discount. The applicant shall present a valid identification document to prove their undergraduate student status in order to receive the discount.
- **Group Discounts** may be granted based on our group discount policy. Please contact [support@fitthai.com](mailto:support@fitthai.com) or call 02 650 9242, if you have 3 or more people wishing to enroll.
- **Withholding Tax:** Please note that withholding tax of 3% is applicable to all invoices paid by juristic persons. Please always inform FIT in advance if a juristic person will be paying the invoice so that FIT can issue the appropriate invoice.
- **Late Payment Charge:** A 2% per month of late payment charge is applicable on ALL overdue fees.

- **FIT Course Cancellation or Postponement:**

- **If FIT cancels a class**, candidates may **(1)** apply the paid fee to another course, **(2)** register for the next scheduled course or **(3)** request a full refund. Should the candidate request a refund, it will be paid within two weeks of the request. Should the course not start within one year from the original course start date, you will be granted a full refund. Cancellations due to any epidemic situation are exempt from option (3).
- **If FIT postpones a class** due to force majeure – including but not limited to epidemic related government restrictions or that an epidemic may potentially impact the health and safety of the facilitators of FIT, students, candidates and others related to the class - candidates may **(1)** apply their paid fee to another course up to 18 months after the original start date, **(2)** start an online or hybrid version of the same course or **(3)** transfer their registration to another candidate. Refunds cannot be provided during any epidemic situation.

- **Student Postponement of Study or Training Course Change:**

Candidates registered for a course who seek to postpone their studies to a later time or change to a different, FIT® reserves the right not to provide a refund under any circumstances. Any fees already paid may be retained as a credit toward future training, subject to the following conditions:

- **Postponement Fee:** If the candidate requests to postpone their training **less than one month prior** to the original course start date, an administrative fee of **25% of the current full course fee** will apply. Requests made at least one month prior to the course start date may be processed **without an additional fee**.
- **Training Course Change and Fee Difference:** If the candidate wishes to change to a different training course, the **current full fee of the new training course** will apply. If the new training course has a higher fee, the candidate must pay the difference in fees.
- **Validity Period:** Any substitute or later course must be taken within 12 months from the original course start date. Otherwise, the payment will be forfeited and cannot be refunded.

- **Student Cancellation of Study:**

- **Courses with No Waiting List:** Candidates who choose to cancel their registration for a course may transfer their place on the course to a substitute on condition that candidate fulfills the entry requirements and that there is no active waiting list for that course. No additional charge will be applied.

- **Courses with Waiting List:** Candidates who choose to cancel their registration for a course where there is a waiting list will be refunded their course fee 75%. Except for the candidates who choose to cancel their registration during the COVID-19 pandemic and/or any other epidemic situation - these will not be refunded.
- **Cancellation after Starting the Course:** Candidates who choose to cancel their course after attending any session cannot request a refund; however, they can transfer the remaining course fee to alternative course (s) within one year after the requested cancellation date.
- **Certification Course Observation:** In certain circumstances (e.g. if the graduates wish to resit an exam or need more input or practice), the graduates may sit in on ONE subsequent offering of a course they have completed as observers under the following conditions:
  - **Within 6 months of completion date** of the initial course offering, the graduates can observe free of charge, but the number of participants sitting in as observers is limited to the following:
    - Not more than 1 observers for Personal Training
    - Not more than 2 observers for Pilates Mat, Reformer or Apparatus, CSCS or Yoga
  - **More than 6 months after completion date** of the initial course offering, the graduates must pay 50% of the course fee at the observation date.
- **Course Transcripts and Certificates:**
  - **Short Courses and Workshops:** All participants will receive a certificate of attendance for courses taken at FIT. FIT will issue these certificates within one month of completion of the course and can be collected at FIT. The certificate will include the relevant CEC/CEU code number for certification renewal.
  - **Certification Courses:** All participants attending a certification course will receive an email message indicating their grades and status (satisfied requirements, did not satisfy requirements or incomplete).
    - Those who satisfy the requirements of the course and who have a currently valid CPR certificate will also receive an e-certificate of satisfactory completion.
    - Those who did not pass can resit the failed portion of their assessment one time for free within 2 months of the initial exam date. Further or first resits after the stipulated period will be charged at 500 THB per attempt. No resits will be considered beyond one year of the initial exam date and students' file will be closed.
    - Those who did not submit all required work or did not take all the exams as per the stipulated conditions will receive an "incomplete" status. Incomplete participants shall submit the missing works or take the missing exams within 2 months of the final exam. Later submission or examination will be charged at 500 THB, provided that such work or examination is submitted or taken, as the case may be, within one year of the final exam date. No submission or examination will be considered beyond one year of the final exam date and students' file will be closed.
  - **Replacement Certificates:** In the case of a lost – printed or e-cert - certificate, graduates may request a replacement certificate at a cost of 500 THB per copy.
- **Payment Process:** Fees are payable by:
  - Cash at FIT Thailand – Headquarter, BTS Ploenchit, Lumpini, Pathumwan Bangkok
  - Credit card (VISA, MASTER, JCB) without any surcharge (No surcharge, minimum 3,000 THB per slip)
  - Cheque – pay **"FITNESS INNOVATIONS (THAILAND) LIMITED"**.
  - Telegraphic transfer to **BANK OF AYUDHYA PUBLIC COMPANY LIMITED A/C# 001-9-41543-7 SWIFT Code: AYUDTHBK** Bank charges are the responsibility of the participant and should be paid at source. The participant shall keep the proof of payment.
  - **IMPORTANT:** Please scan a copy of the telegraphic transfer confirmation and email it to [support@fitthai.com](mailto:support@fitthai.com) as proof of payment. You will receive a return email confirmation once the funds are received in our account.
- **Other:**
  - **Parking:** Participants registered on a course will be entitled to a maximum of 1 parking stamp per day. This gives you one free hour and a 50% discount on subsequent hours.

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**I have read and understand the above terms and conditions and agree to comply by them.**

Signature of Applicant \_\_\_\_\_

Full Name of Applicant (PRINT NAME): \_\_\_\_\_ Date \_\_\_\_\_