

MEMORANDUM

To : DIRECTORS AND MEMBERS
Subject : **UPDATED BNI PH TRAINING POLICIES**
From : TRAINING DEPARTMENT
Date : December 16, 2024

To ensure proper implementation of training workshops for Members and Directors, the following policies shall be strictly implemented effective on **January 1, 2025**.

Registration Cut-off and Minimum Number of Participants

Category	Format	Minimum # of Participants	Registration Cut Off (# of working days before training)
Members	Online	None	3
	In Person	10	5
Directors	Online	None	5
	In Person	10	
Chapter Request (Members Training)	Online	90% of Chapter Members	
	In Person	90% of Chapter Members	
Region Request (Members Training)	Online	90% of Chapter Members	
	In Person	90% of Chapter Members	

1. Registration and Cut-off Date

- To ensure timely coordination and availability of training resources, all registrations must be completed by the registration cut-off date.
- Late registration rates will be applied.

Attached memo: [Workshop Late Registration Fees Memo.pdf](#)

2. Sending of Training Requests

- For Chapter: the assigned SGDC shall email the request
- For Region: the RD/MD or Regional Training Director, shall email the request
- Lead time: minimum two (2) weeks prior to training date
- Send email to the District Support Manager (DSM). DSM will prepare the Job Order Form and email to bnisupport.training@bni.ph, copying Judith.rivera@bni.ph.
- Email to contain:
 - Title of the Training
 - Date of the Training

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- Format
 - Name of the preferred trainer, if applicable
 - Estimated No. of Participants, per table above for the minimum requirement
 - f. Only training requests using the Job Order Form will be processed by the National Office Training Department.
 - g. If preferred trainer is not available, an alternative will be assigned
3. **Payment**
- a. Payment must be completed on the same day of registration.
 - b. Registration without payment will be considered invalid and late registration fees will apply.
4. **Training Materials and Registration Status**
- a. After the registration cut-off date, training materials and further information will only be emailed to **paid participants**.
 - b. **Unpaid Registrants:** Unpaid registrations will be automatically canceled after the cut-off date, and participants will be notified via email and Viber.
5. **Timeliness and Attendance Policy**
- a. All training sessions start promptly at the designated time.
 - b. Participants are encouraged to arrive 15 minutes early for Open Networking.
 - c. A grace period of 10 minutes will be provided for latecomers. Participants arriving after the 10-minute grace period will not be admitted to the session, and their participation will be considered forfeited. No refunds or vouchers will be provided for latecomers.
 - d. Participants must use their **full name** during online training to ensure accuracy of attendance certification.
 - e. **Certificate of Attendance:** Participants must attend at least **75%** of the training session. Late arrivals, early departures and disconnections will be noted for certification eligibility.
6. **Participant Cancellation Policy**
- a. **Cancellation Before Cut-Off Date:** Paid participants unable to attend the training must notify the Training Department via email at bnisupport.training@bni.ph **on or before the registration cut-off date** to qualify for a refund or voucher.
 - b. **Late Cancellations:** Cancellations made after the registration cut-off date will not be eligible for a refund or voucher, except in cases of medical emergencies.
 - i. **Medical Emergency Exception:** Participants must notify the Regional or Managing Director, who will endorse the request via email to the National Training Director (judith.rivera@bni.ph) and Training Manager ([Bnisupport.training@bni.ph](mailto:bnisupport.training@bni.ph)) within 48 hours of the scheduled training. A medical certificate is required.
7. **Communication and Inquiries**
- a. To ensure that all training-related inquiries are addressed promptly and accurately, participants are encouraged to send their questions, concerns, or requests for information through the following communication channels:
 - i. **Email:** All official training-related inquiries should be sent to **bnisupport.training@bni.ph**. This ensures that inquiries are documented and can be responded to within the business day, except during non-working days.
 - ii. **Viber:** For urgent matters, participants may also reach out via the official Viber group or designated Viber contacts. However, all formal inquiries or requests that require documentation (such as payment, cancellations, or rescheduling) must also be sent via

email for proper tracking and follow-up.

8. **Cancellation of In-Person Training**

- a. If the minimum number of participants is not met, the training will be rescheduled. Registered participants will be notified via email and Viber about the new schedule.
- b. Participants who are unable to attend the rescheduled session will be offered the option to either receive a voucher for future training or request a refund by emailing bnisupport.training@bni.ph.
 - i. **Voucher Terms:** Vouchers issued due to cancellations are valid for twelve (12) months from cancellation date. Failure to use the voucher within this period will result in forfeiture. No further extensions or refunds will be granted.

General Terms and Conditions

- **Company Rights and Discretion**

The company reserves the right, at its sole discretion, to modify, postpone, or cancel any training session without prior notice. In such cases, participants will be informed promptly and offered a choice between a voucher for future training or a refund. The company is not liable for any indirect, incidental, or consequential costs or damages incurred by participants, including but not limited to travel expenses, accommodation, or lost opportunities, due to training cancellations or schedule changes.

- **No Transfer of Registration**

Registration for training sessions is non-transferable. Paid participants cannot transfer their registration or any issued vouchers to another individual or event without prior written approval from the Training Department. Unauthorized transfers may result in cancellation without refund or voucher.

- **Participant Responsibility**

It is the participant's responsibility to review all communications and updates regarding the training, including those related to payments, cancellations, or rescheduling. The company will not be held accountable for missed communications due to incorrect contact information or failure to check provided email accounts.

- **Training Materials**

All training materials provided to participants are for personal use only and may not be copied, distributed, or reproduced in any form without the express written consent of the company. Unauthorized use or distribution of materials may result in legal action and disqualification from future training opportunities.

- **Limitation of Liability**

The company's liability in any case shall not exceed the total amount paid by the participant for the training session. Under no circumstances will the company be liable for any indirect, incidental, or punitive damages arising from participation in or cancellation of the training program.

- **Force Majeure**

The company will not be held liable for delays or cancellations due to circumstances beyond its control, including but not limited to natural disasters, government restrictions, pandemics, or any other unforeseen events (force majeure). In such cases, the company will work to reschedule the training or issue vouchers for future sessions but is not obligated to offer refunds.

- **Amendments to Policy**

The company reserves the right to amend or update these terms and conditions at any time, with or without notice. It is the participant's responsibility to review the terms regularly. Continued participation in the training program following any amendments indicates acceptance of the new terms.

- **Agreement to Terms**

By registering for any training session, participants agree to comply with all the terms and conditions outlined in this policy. Failure to adhere to these terms may result in denial of training access, forfeiture of fees, and disqualification from receiving certificates or participating in future programs.