

Participation Regulations for GLOBIS MANILA Pre-MBA Training Program

Section 1 — General Provisions Purpose

Article 1:

The Participation Regulations of GLOBIS Manila Incorporated (hereinafter referred to as the "Regulations") specify the requirements for the participation in the GLOBIS Pre-MBA Program offered by GLOBIS MANILA.

Program Article 2: The following services are offered by GLOBIS MANILA: Pre-MBA Program

Section 2 — Application, Screenings, Admission, and Course Fee Time of

Application Article 3:

The dates of applications to the Pre-MBA courses are October 1, January 1, April 1 and July 1 of each year.

Application Article 4:

The Pre-MBA courses offered by GLOBIS MANILA are designed for participants with one (1) year or more of full-time work experience, either in the private or public sector, on the date of application. The participant applying to participate in the said course is required to meet the following criteria:

- Language Requirement:

Participants are required to have and hold the appropriate English proficiency. TOEIC, TOEFL iBT or Versant scores/results may be submitted for consideration, along with other aspects of the application requirement.

*Native speakers and those who have completed a Bachelor/Diploma conducted entirely in English are not required to submit an English test score.

- Academic Requirement:

Participants should have a bachelor's degree or a certificate of equivalent value.

*Participants who are above 22 years of age and who have extensive years of work experience may be exempted from the academic requirement, subject to the discretion of the management of GLOBIS MANILA.

- Work Experience:

Participants should have at least one year of full-time work experience.

*Participants who show or establish impressive background/s in business management or leadership may be exempted from this requirement, subject to the discretion of the management of GLOBIS MANILA.

Article 5:

Applicants must follow the prescribed application procedures indicated herein or in policies or guidelines that may be issued by GLOBIS MANILA from time to time.

Article 6:

Accepted Applicants who subsequently decide to withdraw from the offered courses must delete or otherwise dispose of all the downloaded informative and course materials and other materials which were provided by GLOBIS MANILA by virtue of the applicants' acceptance to the course.

Article 7 - Payment of Course Fee, Refund Policy

Article 7.1.

A receipt for payment of paid course fee shall be immediately issued to the participant. In principle, a receipt for paid course fee shall be issued only once.

Article 7.2.

Payment of all fees must be made by their due date, which shall be made known to the participant. If payment is not confirmed by the due date, GLOBIS MANILA will manage the process according to the Provisions Regarding Participants with Unpaid course Fee stipulated separately in another document, but which takes precedence over Sections 1 to 5 herein.

Article 7.3.

Paid fees are non-refundable.

Article 7.4.

Notwithstanding the provisions of Article 7.3., if GLOBIS MANILA accepts a request for withdrawal from an Accepted Applicant **prior** to the course Commencement Date, any fee paid in advance will be refunded in accordance with the Refund Table. Provided that, if GLOBIS MANILA accepts a request for withdrawal from an accepted applicant **after** the course's Commencement Date, any paid course fee will not be refunded. Applicants will bear any and all service charges that may arise from the refund, if applicable.

Section 3 – Course Participation

Article 8 - Course Closure, Cancellation and Changes (on GLOBIS MANILA's side)

Article 8.1.

In order to maintain quality of services, a course may be canceled when the minimum required number of participants is not met, or when other unavoidable circumstances arise.

Article 8.2.

Course cancellations will be decided at least 14 days prior to the first day of the corresponding or particular course.

Article 8.3.

Under certain circumstances that may affect a lecturer's performance to teach a particular course, the courses may be conducted by substitute lecturers, or changes may be made to course dates, times, locations or contents.

Article 8.4.

After the course Commencement Date, courses may be canceled or postponed under the following circumstances.

1. Natural disasters or calamities, such as typhoons or earthquakes, strikes related to transportation agencies, riots or a coup d'état.
2. Accident, illness, an event of congratulations or condolence involving the relevant course lecturer.
3. Maintenance inspections, renovation work, or other activities disrupting access or use of the facilities where courses are being offered.
4. Other circumstances or force majeure, as may be determined by the Services Office, that makes or renders the performance or holding of courses impossible.

Article 8.5.

In case of circumstances affecting GLOBIS MANILA that may force a course change, cancellation or postponement, participants shall immediately dispose, remove or delete any course related materials, whether printed or digital, which they have received in relation to the said course, from their storage or inventory. Proof of compliance may be required by GLOBIS MANILA. For the avoidance of doubt, this shall not apply if only a course is canceled under the circumstances set out in Article 8.4.

Article 9 - Course Withdrawal and Course Changes (on the Participant side)

Article 9.1.

After course registration, upon prior written request, participants may withdraw from the course, interchange courses, or postpone the term of their registered course, up until 14 days **prior** to the course Commencement Date. GLOBIS MANILA will refund the registration fee and the course fee to the participant based on the Refund Table as stipulated in Article 16.2

Article 9.2.

If a participant withdraws from any courses, changes them, or postpones the term to take a specific course, he/she shall immediately dispose, remove or delete any course related materials, whether printed or digital, which he/she has received, in relation to the said course, from their storage or inventory. Proof of compliance may be required by GLOBIS MANILA.

Article 9.3.

Notwithstanding Article 9.1. herein, an exception can be made when special circumstances arise **after** course registration, such as but not limited to, a long-term business trip as required by the participant's employer or other conditions equivalent to a course leave of absence.

Article 10 - Distribution of Course Materials

Article 10.1.

In principle, course materials shall be accessed by downloading them from the course management system provided by GLOBIS MANILA.

Article 10.2.

Participants themselves are responsible for securing the designated materials for each course.

Article 10.3.

If participants do not or are unable to take a course for any reason, including but not limited to withdrawal or postponement of registration, they must immediately delete, remove, or otherwise dispose of any course materials that they have downloaded in their computer storage, memory or inventory. This also applies to course materials that may have been printed by the participant. Proof of compliance may be required by GLOBIS MANILA.

Article 10.4.

Course materials are uploaded to and are available for download from the course management system (CMS) approximately three (3) weeks prior to the course Commencement Date. GLOBIS MANILA is not responsible if the participant is unable to or prevented from downloading course materials before the start of the session or their participation in the course is adversely affected due to a late download of course materials.

Article 11 - Attendance

Article 11.1.

Participants will only be marked as present when their presence is visually confirmed by the lecturer by comments, or raising of their hand, etc.

Article 11.2.

Participants who participate for at least two-thirds (2/3) of the session time will be marked as being present for the day and subject to evaluation.

Article 11.3.

Participants who are not present for at least two-thirds (2/3) of the session for any reason will be marked absent for that day of session.

Article 11.4.

Participants who attend two-thirds (2/3) or more of the session time even if they are late, leave early or are away during the session will be marked as present. However, if overall session tardiness is excessive (both in frequency and length), lecturers may deduct points when the final assessment of the participant is made.

Article 11.5

In order to be graded, participants must attend at least 4 out of the 6 sessions.

Article 12 - Suspension of Attendance Due to Infectious Diseases

Article 12.1.

Any participant who is infected with an infectious disease will not be permitted to physically participate in any activities, such as attending sessions. Provided that the participant may be required to submit a medical certificate or equivalent document as proof of such condition.

Article 12.2.

Participants may be marked as present for a session (days) missed due to infection stipulated in Article 12.1. as a special measure if they submit the designated application form and a medical certificate from a doctor.

Article 13 - Course Evaluation

Article 13.1.

After a course has finished, participants will be given a final assessment and evaluation as having completed or not completed the course in accordance with specified criteria. For completed courses, the participants will be evaluated with the grades of P/A/B/C/D. For courses which are evaluated as “not completed”, the participants will be evaluated with the grades of F or ineligible for grading.

Article 13.2.

An F grade refers to when a participant has satisfied the requirements for assessment stipulated in each course and has been evaluated as having not completed the course.

Article 13.3.

In case a participant fails to meet any of the requirements for assessment, the participant will be evaluated as ineligible for overall assessment. In such a case, the participant will neither be assessed nor given feedback from the course lecturer.

Article 13.4.:

Any required deliverables created in a language different from the language of the course being offered is considered “ineligible for assessment”.

Section 4 — Substitute Session and Re-registration for courses

Article 14 - Substitute Session System

Article 14.1.

Participants who cannot attend a registered session due to circumstances related to work or other unavoidable circumstances are allowed the opportunity to attend another date of the same course with the restrictions on assessment and course registration as described from Article 14.2. to Article 14.6. This is because the substitute session system merely gives participants an opportunity to attend missed sessions.

Article 14.2.

The substitute session must be another session of the same course where the participant has been enrolled.

Article 14.3.

A participant may register for a substitute session up until the starting time of the session which the participant wishes to attend.

Article 14.4.

The substitute session system does not apply to other courses where the participant is not enrolled.

Article 14.5.

Participants can register for the course management system (SMS) discussion system of the originally registered course even if they attend a substitute session.

Article 14.6.

The substitute session system may not apply in certain cases, such as for special courses, for courses where the course contents have changed, and for courses that are being offered for the last time.

Article 15 - Re-Registration for courses

Article 15.1.

A participant may request to be re-registered for courses that were evaluated as “not completed”.

Article 15.2.

The re-registration for courses not completed may not apply in certain cases, such as special courses, courses where the courses contents have changed, and courses that are being offered for the last time.

Section 5 —Withdrawals and Re-Admission Article 16 - Withdrawal

Article 16.1.

Participants wishing to withdraw from a course must submit a withdrawal form to the Services Office and attend an interview with the same.

Article 16.2.

If a participant cannot attend a registered course and withdraws from the course, GLOBIS MANILA may refund the registration fee and the course fee or charge the cancellation fee to the participant based on the following Refund Table:

REFUND TABLE

% of the paid course fee and registration fee which can be refunded, and the cancellation fee charged	If Participant's written notice of withdrawal is received:
[100%]	At least 14 days before the course Commencement Date
[100%] The total amount charged will be the one-time application fee of 9,000 PHP plus a cancellation fee of 15,000 PHP per course.	If the cancellation is made within 13 days before the course Commencement Date
0%	After the course Commencement Date

Article 16.3.

As stipulated in Article 16.2, if a participant requests a withdrawal from a course for a reason equivalent to a leave of absence stipulated in Article 21, due to a job transfer which requires a change of residence, due to a long-term business trip required by the participant's employer, OR illness requiring hospitalization or similar circumstances between 13 days and 1 day prior to the first day of the course, and if the participant submits the required documents that may be required by the Services Office, the participant may be refunded the full amount of the registration fee and the course fee after the Services Office has examined the request.

Article 16.4.

In cases when Articles 16.2 to 16.3 apply, a participant shall immediately dispose, remove, delete the course materials, whether printed or digital, that he/she has received in relation to the said course. Proof of such compliance with the disposal, removal, deletion of course materials may be required.

Article 16.5.

At the time of withdrawal, the participant's leave of absence will be canceled, and the final assessment of the said course will be ineligible for grading.

Article 17 - Prohibited Behavior

If participants act in any way which, in GLOBIS MANILA's opinion, is likely to cause any harm or nuisance to any person in the course, the participant will be required to

leave the course and GLOBIS MANILA shall not be liable to refund the participants' registration fee or course fee or any other payment.

Participants must comply at all times with the health and safety policy of the venue. Participants must comply with all requests from GLOBIS MANILA or the officers or representatives of the venue with regard to health and safety. Failure to do so will result in the participant being asked to leave the course (in which case no refund will be provided). Participants may not bring any equipment or items of a hazardous or dangerous nature to the course.

Participants shall not cause any damage to any part of the venue (including outside areas, and all inside walls, flooring, fixtures and fittings). Participants are solely liable for any damage caused by them, their employees, contractors, sub-contractors and agents to any such area of the venue and shall fully reimburse GLOBIS MANILA in relation to any damage so caused.

Participants must keep their personal belongings with them at all times and GLOBIS MANILA shall not be liable for any damage to, loss of or theft of any of the participants belongings or other items brought to the course by the participant.

Copyright protected texts, data and materials are given out as course documents and materials. The course documents and materials are intended only for personal use in relation to the enrolled course. Any reproduction, reprint, translation of the course materials or any portion thereof, and/or transfer to third parties without express agreement and consent by GLOBIS MANILA or any of the concerned lecturers, are not permitted and shall be considered a copyright infringement, which will be pursued under the appropriate laws.

Article 18 - Maintaining Course Environment

Article 18.1.

Depending on the course's characteristics, participants may be recommended to use social media, web services and applications. However, participants assume their own responsibility when using such services and applications.

Article 18.2.

GLOBIS MANILA will not provide any compensation for accidents of the internet service provider or other telecommunication companies, or for troubles in using broadband or attending courses due to necessary equipment maintenance.

Article 18.3.

Participants may be prohibited from attending sessions, at the lecturer's discretion, due to troubles outside, such as noise from the participant's equipment, etc., if it severely impairs other participants' participation environment until the situation improves.

Article 19 - Duration

The course status duration is up to one (1) year. Re-application for participant status will be accepted.

Article 20 - Registration and Fees:

The registration fee and the course fee shall be paid in full before the first day of the course. The registration fee shall be paid via bank transfer or online payment by a credit card designated by GLOBIS MANILA. The course fee and other necessary costs are stipulated separately.

A receipt for payment shall be issued upon request. In principle, a receipt for paid course fee shall be issued only one time.

Payment of the course fee must be made by the due date as indicated on the invoice that GLOBIS MANILA issued after course registration. If payment is overdue, overdue interest (at an annual rate of 12%) may be charged as late payment fee.

Article 21 - Leave of Absence

Article 21.1.

If, while enrolled in a course, a participant becomes unable to attend that course or submit course deliverables, even using the substitute session system, and is therefore unable to fulfill the assessment requirements due to the special circumstances listed below or similar circumstances, a participant may, upon request, be granted a leave of absence in the events of:

- Natural disasters;
- Hospitalization, long-term outpatient treatment, involving the participant;
- Death or hospitalization involving any relative within the second degree of kinship of the participant's family;
- Transfers within the same company, long-term business trips required by the participant's employer;
- Other special circumstances approved by the Services Office.

Note: A leave of absence will not be granted for voluntary job searches, work overload or changes in work environment which do not require a change of residence.

Article 21.2.

When a participant requests a leave of absence, they shall submit to the Services Office, through the method specified, a leave of absence form stating the reasons for the request. In principle, a participant must promptly submit a request after the occurrence of the event resulting in a leave of absence. The Services Office shall review the leave of absence request based on the reason for the application and the period of the application.

Article 21.3.

Leave of absence will not be retroactively accepted once the final assessment has been confirmed.

Article 21.4.

Upon acceptance of a request for a leave of absence, participants will be given the opportunity to participate in the next scheduled session. Course assessment will be finalized when the participant has completed the course in the next session in which the course is offered, based on attendance and evaluation for any report and course contribution prior to and after the leave of absence.

Article 21.5.

The participant must take part in the course in the next offered session and extensions of the leave of absence will not be granted.

Article 21.6.

Once a leave of absence has been approved, it cannot be canceled.

Article 21.7.

Paid course fee is not refunded to participants irrespective of whether or not they can attend the course in the next session during which the course is offered.

Article 22 - Quality Guarantee System

Article 22.1.

Course fee for a completed course may be refunded in full after a meeting upon a request made to the Services Office by a participant who has fulfilled the course requirements for assessment as described in each course, but still feels the expected outcomes have not been achieved.

Article 22.2.

The deadline for the request is fourteen (14) days after the assessment has been completed.

Article 22.3.

In principle, course fee is refunded within two (2) months after the date of the participant's request.

Article 22.4.

If the course requirements for assessment have been fulfilled and the participant has been evaluated as having completed the corresponding course, credits are issued for the completed course.

Article 22.5.

Refunds under this system shall only be available for one (1) course.

Supplementary Provisions

1. These Regulations shall apply for the period from January 1, 2024. Also, Article 20 (Registration and Fees) takes effect if and when an incident listed in the Article takes place prior to January 1, 2024.
2. These Regulations may be modified without prior notice.
3. If any changes are made to these Regulations, such changes will take effect immediately.
4. These Regulations shall be governed by and construed in accordance with the laws of the Republic of the Philippines.
5. Any dispute arising out of this Regulations shall be settled through mediation at an arbitration center agreed upon by both parties.

Appendix
Provisions regarding Participants with Unpaid Course Fee (in relation to Article 7 of the Enrollment Regulations)

Purpose

Article 1:

These provisions specify how to proceed with participants who have neglected to pay the registration fee and/or course fee by the payment deadlines (hereinafter referred to as the “Unpaid Fees”).

Reissuing of Invoice for Unpaid Fees and Instructions for Payment

Article 2:

GLOBIS MANILA will re-issue an invoice to the participants with unpaid course fee after the fee payment deadline. Participants who still have not paid will be instructed to proceed with payment. Participants will bear any and all service charges that may arise from payment of late fees.

Participants with Unpaid Fees

Article 3:

The participants with unpaid fees will neither be allowed to register for nor to participate in courses until the full payment of fees have been confirmed. Previously registered courses may be canceled at the discretion of the Manager of GLOBIS MANILA.

Issuance of Certificates for Participants with Unpaid Fees

Article 4:

The Services Office will not issue any form of certificates until the full payment of fees has been confirmed.

Article 5:

Credits will not be certified for courses taken by the participants with outstanding unpaid fees.

Article 6:

For participants who complete the payment of outstanding fees, certification of credits and verification of course completion may be finalized retroactively.

GLOBIS Community Regulations

These regulations (hereinafter referred to as "these regulations") define the terms of use of the GLOBIS MANILA Co., Ltd. (hereinafter referred to as "GLOBIS MANILA") Course Management System (hereinafter referred to as "Service"). The registered user (hereinafter referred to as the "User") shall use the Service in accordance with the contents of these regulations.

These regulations apply to all related activities regarding the use of the Service, including the following:

- 1) Protection of Accounts and Personal Information
- 2) Activities and community management
- 3) Report of unauthorized use
- 4) Disclaimer

<Protection of Accounts and Personal Information>

User Registration

User registration can only be done by the users permitted by GLOBIS MANILA can cancel user registration under the following circumstances:

- 1) The User attendance of courses has been terminated from GLOBIS MANILA
- 2) GLOBIS MANILA determines that there is a risk of hindering the operation of the Service, or there is a risk of infringing the rights of GLOBIS MANILA or any third party (including other Users, the same shall apply hereafter).

User ID and Password

- 1) The User of the Service has the responsibility to manage the user ID and password issued by GLOBIS MANILA.
- 2) The User shall not lend, transfer, or trade user IDs and passwords.
- 3) The User bears responsibility for all damages caused by the User's insufficient management of user ID and password, including but not limited to, error in use, or the use by third parties. GLOBIS MANILA shall not take any responsibility for the above damages.
- 4) If the User has forgotten the user ID and/or password or becomes aware that it is being used by a third party, the User must promptly notify GLOBIS MANILA so that GLOBIS MANILA can change the user ID/password.

Change of Registered Information

The User shall promptly update their profile once registered information, such as address, e-mail address, occupation and any other relevant information, are changed.

Disclosure of Personal Information

Without the User's consent, GLOBIS MANILA will not use the User's personal information for any purposes other than those stipulated in the privacy policy or disclose it to anyone other than the companies that GLOBIS MANILA collaborates with under a confidentiality agreement. However, the User's personal information may be disclosed in the following cases:

- 1) GLOBIS MANILA receives formal inquiries from a court of law or government agencies, such as the police or other legal authorities;
- 2) GLOBIS MANILA determines that it is appropriate to disclose based on reasonable grounds for other legitimate purposes.

< Activities and community management >

The User can freely distribute information, open a group, and manage it through the service on their own responsibility. However, the User must participate in a group, according to the theme of the group and the group policy, if they are clearly stated. Moreover, the User shall not establish a group for the purpose of infringing the rights of third parties, such as the act of slandering others. Furthermore, the User shall not do any acts that are prohibited by law, such as infringement of the third party's privacy or infringement of copyright within the group.

Restriction on Usage

- 1) GLOBIS MANILA reserves the right to temporarily suspend the Service, to delete the post and/or demand the removal, deletion or dissolution of the group without obtaining User's consent when GLOBIS MANILA decides that these interfere with the smooth provision of the Service.
- 2) GLOBIS MANILA reserves the right to delete, remove or dissolve a group which has no post for a certain period, if it determines that there will be no further use in the future.

GLOBIS MANILA may post any information of the group on its website for the purposes of advertisement and promotion of the Service with the permission of the representatives of the group.

Prohibited Matters

In using the Service, the User are prohibited from conducting the following actions:

- 1) Violate laws or public order and morals
- 2) Relate to criminal acts
- 3) Destroy or obstruct GLOBIS MANILA server or network functions
- 4) Interfere with the operation of GLOBIS MANILA services
- 5) Collect or accumulate personal information of other Users
- 6) Impersonate other Users
- 7) Provide benefits directly or indirectly to antisocial forces in connection with GLOBIS MANILA's service
- 8) Damage or infringe upon intellectual property rights, portrait rights, privacy, reputation or other rights of GLOBIS MANILA, other Users of this Service and/or any third parties.
- 9) Submit or send excessively violent expressions, blatant sexual expressions, expressions that lead to discrimination on race, nationality, creed, gender, social status, and religion, etc., expressions that promote suicide, self-injury, and drug abuse and any other expressions which contain antisocial contents and give discomfort to others.
- 10) Aim at commercial purposes, including sales, advertisement or guidance (excluding those approved by GLOBIS MANILA), aim at harassing, and/or slandering GLOBIS MANILA, other Users or utilize the Service for any other purposes than those expected in the Service.
- 11) Solicit religious activities or religious organizations
- 12) Are determined to be inappropriate by GLOBIS MANILA

< Report of unauthorized use >

GLOBIS MANILA makes its best efforts to eliminate and prevent any inappropriate posts from being posted or made public so that all Users can comfortably use the Service. GLOBIS MANILA requests the Users to cooperate with GLOBIS MANILA and to report any information regarding the inappropriate posts to GLOBIS MANILA once the Users find any posts that seem to be in violation of GLOBIS MANILA Community Regulations.

<Disclaimer>

The User agrees to the following disclaimer for the use of Service:

- 1) The User shall use the Service at its own risk. GLOBIS MANILA shall not bear any responsibility for any damages caused by the use of the Service. GLOBIS MANILA is free from any obligation to compensate for such damages.
- 2) The contents of this Service shall be those that GLOBIS MANILA can provide at the given time. GLOBIS MANILA does not make any warranties regarding the provided information, or the information registered by the User, including its completeness, applicability, and/or usefulness.
- 3) In the operation of this Service, GLOBIS MANILA may change, stop, or suspend the contents of the Service at any time without notifying the User, if GLOBIS MANILA deems it necessary. GLOBIS MANILA shall not bear any responsibility in such cases for damages even if the User or any other third party suffer damages as a result of the stoppage, suspension and/or delay of the Service for any reason.
- 4) GLOBIS MANILA may change the terms and conditions and the contents of the Service without prior notice to the User, and the User shall accept it. The change includes, but is not limited to partial revision or abolition of the contents of this Service.
- 5) GLOBIS MANILA shall not be liable for any information given or received by the Users through this Service and any acts incidental thereto.
- 6) If GLOBIS MANILA, the Users, and/or any third party suffer from damages caused by information infected by computer virus and spread through the Service, the User posting the information shall compensate the damages. GLOBIS MANILA shall not be liable for any such damages suffered by the Users or third parties.
- 7) The 2nd sentence of 3), 5) and the 2nd sentence of 6) shall not apply if there is intentional misconduct or gross negligence in GLOBIS MANILA or when the User falls under the definition of "consumer" based on the consumer laws of the Philippines.