

NEBOSH IGC

Attendance & Refund Policy

Global Consulting for Safety & Environment Pvt. Ltd. is delivering this course in Association with ACT ,
NEBOSH Gold Learning Partner No. 120

Please read this document carefully before enrolling. By completing your registration with Global Consulting for Safety & Environment Pvt. Ltd. (GSE), you confirm that you have read, understood, and accepted every clause of this policy.

Course Overview

The following table summarizes the key details of the NEBOSH IGC online programme:

Delivery Mode	Zoom Live (Online)
Total Credit Hours	65 Credit Hours
Class Duration	5 Hours per Day
Number of Days	13 Days
Minimum Attendance	270 Minutes per Day
Maximum Absences	01 Day (Emergency Only)
Exam Date	08 July 2026 (Example)

Part 1 — Attendance Policy

1.1 Class Schedule

- All classes are conducted live via Zoom.
- Total duration of the programme: **13 day's × 5 hours = 65 Credit Hours**.
- Learners must join every scheduled Zoom session **on time**.
- It is the learner's responsibility to maintain a stable internet connection throughout every class.

ΔGSE is not responsible for any disruption caused by the learner's internet or device issues. Disconnection due to poor connectivity will not be considered an excused absence.

▪ 1.2 Minimum Attendance Requirement

To be marked as **Present** for any given day, the learner must attend a minimum of **270 minutes (3 hours)** of that day's 5-hour session.

Time Attended	Attendance Status
270 minutes or more	✓Present
Less than 270 minutes	✗Absent

▪ 1.3 Permitted Absences

A maximum of **01 absence** is permitted during the entire programme, and only in genuine emergency situations.

- If you are absent on any day, GSE will upload that day's lecture to the E-Learning and Assessment Portal.
- You must watch the full recorded lecture to fulfil that day's credit hours.
- If you do not watch the recorded lecture, that day will remain as **absent**, and you will not be eligible for NEBOSH exam registration.

Lectures are uploaded to the E-Learning Portal after the live Zoom session. Please log in at your earliest convenience and complete the recording on the same day, or on the next day before the next class.

▪ 1.4 NEBOSH Exam Registration Requirement

To be eligible for NEBOSH exam registration, the learner must:

- Complete all **65 Credit Hours** (either through live Zoom attendance or through E-Learning Portal recordings for permitted absences).
- Not exceed **01 absence** during the 13-day course.
- Watch the recording for any permitted absent day.

⚠ If a learner has more than 01 absence, they will **NOT** be registered for the NEBOSH exam in the current session, regardless of the reason.

Part 2 — Refund Policy

▪ 2.1 Fee Structure

The total course fee consists of two components:

- **Training Fee** — covers course delivery, E-Learning & Assessment Portal access, and instructor support.
- **NEBOSH Exam Fee (equivalent to GBP 190)** — paid to NEBOSH for exam registration.

⚠ The Training Fee is **strictly non-refundable** under all circumstances once the learner has been added to the Zoom Live classes and the programme has commenced.

▪ 2.2 Refund Scenarios

The table below outlines what happens in each situation:

Scenario	Outcome
Learner discontinues after the first class	The Exam Fee (GBP 190) will be refunded. The Training Fee will NOT be refunded and 30000/-PKR Extra fine will be imposed and adjusted from the Exam Fee or learner will pay it separately. Only the NEBOSH exam fee remaining portion is returned.
Learner exceeds 01 absence during the programme and wants to discontinue	If a learner exceeds 01 absence during the programme, they will not be registered for the NEBOSH exam in the current session and must pay an additional PKR 50,000 fee to join the next available exam session. If the learner chooses to discontinue after exceeding 01 absence and want refund, then only 50% amount will be returned of the total fee (PKR 150000/-) to learner, that is 75000/- PKR.
Learner completes all 65 credit hours and qualifies	The learner is registered for the NEBOSH exam as scheduled. No refund is applicable — the full programme has been completed.

■ 2.3 Key Refund Rules Summary

- Learner discontinuing after the first class receives the **remaining Exam Fee (GBP 190)** after applicable deductions.
- The **Training Fee is non-refundable**, with a **PKR 30,000 discontinuation fee** applicable.
- More than **01 absence** means the learner will not be registered for the current exam session.
- To join the next exam session, an additional **PKR 50,000** fee is required; if discontinuing, **50% of PKR 150,000 (PKR 75,000)** is refunded.
- Learners completing all **65 credit hours and qualifying** will be registered for the scheduled NEBOSH exam, with **no refund applicable**.

Part 3 — Learner Responsibilities

- Maintain a stable and reliable internet connection for every Zoom Live session.
- Join Zoom classes on time — late joining by more than half an hour will result in an absence for that day.
- Watch the E-Learning and Assessment Portal recordings promptly for any permitted absent day.
- Keep your Zoom display name as your full name for attendance tracking purpose.
- Inform GSE in advance if you anticipate any absence due to an emergency.
- Ensure your device (laptop/mobile) is charged and functioning before each session.

Attendance is tracked through Zoom session logs. Please make sure you join using the correct account linked to your registration.

Contact & Support

For any query regarding attendance, refunds, or exam registration, please contact:

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