



**Maritime LNG Institute**  
*Grow and expand your skills*

**Our Standard Terms & Conditions.**

**(1) Enrolment Application**

Student application for enrolment is to be made via our website. For online enrolment, click the "Enrol" button, fill in the student enrolment application and "Submit". Upon receipt of a fully completed enrolment application; enrolment, on the respective course will be confirmed by our Student enrolment staff.

You may apply and register for admission with the institute whenever you wish, **however class sizes are strictly limited to 10 students per course.** This ensures that all course learned outcomes, full content delivery and assignments are met, and to ensure all our students have a greater opportunity to engage with the course lecturer and students. We never increase our class sizes.

**(2) Invoicing, GST/VAT and Payments**

Online Training Course Fee includes: Course presentation, digital relevant materials & documentation. Our student enrolments team will forward payment details [our invoice] will be sent to the student via email - name and address provided. Payment is to be via the institutes nominated account. **Please ensure you provide full details for billing purposes via your application online.**

The currency of student fees is in US Dollars (USD) and inclusive of applicable GST/VAT. Our Bank Account details will be provided by Student enrolments staff after the submission of your student enrolment.

**(3) Confirmation of student enrolment**

Confirmation of enrolment will not be made until full payment is received by the Institute.

**Cancellation of Courses**

It may be necessary for the institute to amend or cancel any course, course times, dates or published fees due to unforeseen circumstances and we reserve the right for such changes. Any amendments will be advised before the course start date and any bookings already paid in full will not be subject to increased fees.

**(4) Cancellation by Client**

Once you have completed your booking, received your confirmation of enrolment and payment of our Invoice is received, you reserve the right to cancel this enrolment given these terms. All cancellations must be received in writing at least 10 days prior to the training commencing. After the cancellation period has expired, consideration may be given, on a case-to-case basis, if a registered delegate nominates a substitute on the same course, shifts to next session of the course or moves to a new course

For a cancellation request made on or before the statutory 10-day cancellation period, a credit note will be issued which can be used against future course fees. No refund will be made available for cancellation notifications



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received less than 10 business days before the event. A 25% administration fee (of the total course fee at the time of booking) will be charged for any cancellations made outside of the statutory cancellation period

**(5) Student Attendance**

The daily course schedule should be accurately followed to ensure undeterred implementation of our training. All students, who participated in their course throughout, will receive the following: Certificate of Completion for trainings which will be awarded after the course completion within 7 days.

**(6) Marine LNG Institute course fees**

Bank Transfer and Invoicing payment details will be forwarded upon your application and subject to availability, as class sizes are strictly limited to 10 students per course. Registration and payment must be received in order to confirm your admission to a course. Please ensure you provide full details for billing purposes via your application. The Institute does not accept cheque or credit card payments.

**(7) Registration and admission**

Registration and payment must be received by the Institute in order to confirm your admission to a course which is subject to availability, as class sizes are strictly limited to 10 students per course. Please ensure you provide full details for billing purposes via your application. You will be notified by our administration staff of your successful admission via email. Should you not gain admission due to limited availability, please apply for the next available course as soon as possible to avoid further delay and disappointment.

It is the student's responsibility to enrol online with the Institute as early as possible in a course they wish to undertake. Our students are expected to be willing to increase their current knowledge base. Students who work well independently and who are strongly motivated to succeed in their goals will benefit the most from taking one of our VLT distance learning courses. Contact our friendly administration staff and they will assist you. Should you not gain admission due to limited availability, please apply for the next available course as soon as possible to avoid further delay and disappointment.

Class size is an important determinate of student outcomes, students will have more opportunity to interact, leading to better educational outcomes. This allows all our students to have a greater opportunity to engage with both the course lecturers and other students. The institute is committed to student learnt outcomes and place great emphasis on the educational benefits associated with small class sizes.

**(8) Marine LNG Institute online training delivery**

All our online courses are by [VLT] or [VO] which means Live - Virtual Lead Instructor Training. Our lecturers will be live online delivering the course throughout the duration, to assist you conduct assignments, answer your questions, and provide feedback. Upon enrolment you will be notified by email as to the online log in process and full course instructions, outlining what is required of our students during the course. This includes course material work books and study notes, handouts and case studies. All course assignments are forwarded to our students during the course online for completion. You can participate in a virtual lead training with the institute from a location of your choosing. There is no need to travel and typically you save money in transport and accommodation.

**(9) Marine LNG Institutes online VLT class etiquette?**

As this a virtual classroom appropriate classroom behavior is expected. Log into your course from a distraction free, quiet environment. Please keep your audio on mute until you want to speak during the course. This will help to limit background noise. If you would like to speak or answer a question, use the "Raise Hand" feature, then unmute yourself after you are called on. If you would like to use the institute course chat box to ask a question please do so, remember that it is public. Have paper and a pen or pencil handy to take notes. Don't interrupt other people when they're speaking (or attempt to speak over them). Be on time. Be respectful of others. Remember, if you do not



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understand any of the concepts or have questions for the lecturer – no problem. It will be addressed; our lecturers are there to help.

**(10) Course notes and material**

Upon payment of your enrolment and prior to the course commencement, the faculty will forward electronic [PDF] versions of the necessary learning material in workbook format to our students by email. It is our student's responsibility to arrange hard copies [printed versions] of all course material. Our students are expected to have all course material available during the course in either soft copy or hard copy format.

**(11) Student requirements**

Students will require a good internet connection, P.C, notes pads and pens, calculators and a quiet learning environment. Some students utilise noise cancelling headsets depending upon where they are studying. It is not uncommon for our student to be studying with us whilst they are at sea.

**(12) Marine LNG Institute accredited certification for the education student undertake.**

To obtain the Marine LNG Institute Certificate issued by the Marine LNG Institute requires the successful completion of the course[s] undertaken.

**(13) Eligibility for membership of the Marine LNG Institute and postnominals [MLNGInst]**

Is dependent on the successful completion of one of our Marine LNG Institute courses coupled with relevant work experience in Maritime or LNG related fields. The Marine LNG Institute is the premier provider of knowledge in this niche sector within the maritime industry. We are solely focused upon the LNG industry, unlike all other educational institutions. People are why organizations are successful. That's why our acclaimed LNG training courses follow the latest new trends, developments, knowledge and LNG technologies. We are proud to pass this on to those who are willing to learn and increase their existing knowledge base. Training is the catalyst that makes people make difference. We have renown experts in LNG and ensure our level of excellence is unsurpassed. So, if you are new to the Marine LNG Institute, we look forward to assisting you on your learning journey. If you are a previous alumni and former student welcome back.

**(14) Student educational concession and discounts**

The Marine LNG Institute does not offer concession, discounts or other financial incentives to students to increase their own knowledge base. Our students are expected to be willing to increase their current knowledge base and learn. On the successful completion of one of our Marine LNG Institute courses, coupled with relevant work experience in Maritime or LNG related fields student will be provided; based upon qualifications that can be recognised only after successful completion of our current courses, to become a member of the Marine LNG Institute [MLNGInst]. Membership will grant access to extra-curricular online learning material, news and technical publications in Marine LNG fields.

**(15) Course lecturer[s]**

All our lecturers are involved in the LNG and maritime industry and have specific skill sets. It is not uncommon for our faculty courses to be conducted by several lectures. As an example, LNG Ship Operations and Petrochemical Science. Please visit the specific course prospectus description via our website for more details.

**(16) Marine LNG Institute course conducted in a different time zone and I cannot attend via VLT?**

We understand all our students are available online but subject to differing time zones and availability. The institute conducts courses throughout the year in differing time zones [example; SING GMT+, USA CST + and Central European Time GMT +] so that our student base is not unduly affected. Please check our training programme scheduling via our website or via any of our social media platforms for updates and further developments and course dates at the Marine LNG Institute or register with us online or via email.

**(17) Eligibility for membership - Marine LNG Institute and Postnominals [MLNGInst]**



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Eligibility for membership of the Marine LNG Institute and postnominals [MLNGInst] is dependent on the successful completion of one of our Marine LNG Institute courses coupled with relevant work experience in Maritime or LNG related fields. Qualifications can be recognised only after successful completion of our current courses. Fees applicable for membership are revised annually.

(18) **Student course modules be assessments**

All courses and individual modules are assessed. Some assessments are via online tests, others via written tutor marked assignments, some by online exam and some via a blend of assessment methods.

Online assessments are managed by our learning management team and are used to test student understanding and learning throughout the course, whilst traditional written assignments are managed by ourselves and relevant course academic partners. Some courses may include optional seminars. Please see the specific course prospectus for more via our website - [marinelnginstitute.com](http://marinelnginstitute.com)

(19) **Marine LNG Institute Course Accreditation Scheme (LNGCAS)®?**

The Marine LNG Institute gives LNGCAS® accreditation to courses that may be delivered by registered training organizations [R.T.O] internationally. Accreditation with the Marine LNG Institute ensures that courses are internationally recognized and meet an established LNG industry, enterprise, educational, legislative or community needs. A responsive and thorough assessment thoroughly assesses applications for course accreditation.

We will only accredit a course if satisfied that: *'There is a need for the course'* or *'The course outcomes do not duplicate any endorsed Training Package outcomes'*. We commit to providing timely and responsive service and keep applicants informed throughout the accreditation process. **Clarity of role and independence of the Marine LNG Institute** - The Marine LNG Institute engages with course developers and global training organizations during the assessment process. As an independent authority – training organization we cannot provide consultancy services. **Transparency and continuous improvement** - We commit to transparency in our accreditation processes and activities. Fees applicable are revised annually.

We monitor the effectiveness, efficiency, and consistency of the course accreditation processes through: annual accreditation surveys, client feedback, and internal continuous improvement processes. Information gathered through these monitoring activities informs and guides our strategies for improvement and delivery of professional education outcomes.



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