

## **ILK Payment and Withdrawal Policy**

All payments must be received **in full** two weeks prior to the programme start date.

Due to program preparation and administration costs, any cancellations/withdrawals received 30 days or less before the programme start date are not eligible for a refund (deposit & full tuition).

Registrations may be transferred to another individual within the company or organisation for attendance at that session or deferred to the next scheduled programme date.

To cancel, defer or substitute another participant, registrants must contact the Notre Dame Kylemore office as soon as possible. Substitutions only can be made up to two weeks **prior** the start of the program due to pre-program work requirements.

### **Cancellations & Refunds**

1. Registrations can be cancelled for a full refund within 30 days of full payment, provided that the program start date is at least 30 days in advance of the receipt of the cancellation request.
2. If the cancellation request is received fewer than 30 days before the program start date for any reason, then no refund is available
3. Refunds for cancellations will be processed within 7-10 business days from the date of cancellation, using the original method of payment.

Once classes begin, participants will not receive any refund if they elect to withdraw for any reason.

However, they may elect to take the course at another time at a reduced rate (50% of current tuition) on a space available basis.

### **Deferrals**

Deferrals to another scheduled programme date are subject to approval and generally only granted once per participant. Please take note that tuition fees are subject to change and, as such, increased tuition fees will apply to any postponed participation.

### **Travel & Visas**

Notre Dame Kylemore is not responsible for costs related to travel or visas under any circumstances. Visa denials or delays do not warrant a refund or waiver of late notice fees.

## **Programme-Initiated Cancellation Policies**

### **Programme Cancellation**

If a program is cancelled for any reason, Notre Dame Kylemore will refund the program tuition in full, but is not responsible for any additional costs covered directly by the participant, for example, hotel, airfare, meals, or visa costs. Refunds will be made to the party who paid the relevant program invoice. Notre Dame Kylemore will make every effort to notify participants as soon as possible if a program will be cancelled.

### **Programme Re-scheduling**

If a program is postponed or rescheduled for any reason, Notre Dame Kylemore will automatically enroll the participant into the next scheduled date. If a participant cannot join on this new date, Notre Dame

Kylemore will refund the program tuition in full, but is not responsible for any additional costs covered directly by the participant, for example, hotel, airfare, meals, or visa costs. Refunds will be made to the party who paid the relevant program invoice.

In the case of cancellation and/or rescheduling, participants or participant sponsors may credit their programme tuition towards the next program cycle.