



GITFiC-AfCFTA Professional Program

Fee Refund Policy

1. Purpose

This Fee Refund Policy outlines the terms and conditions under which participants enrolled in the GITFiC-AfCFTA Professional 4-Month Program may be eligible for a refund of program fees. The policy is designed to ensure transparency, fairness, and administrative clarity for all parties.

2. Scope

This policy applies to all participants who have registered and paid fees for the GITFiC-AfCFTA Professional 4-Month Program, regardless of payment method or sponsorship status.

3. General Principles

- Program fees are charged to cover administrative costs, faculty engagement, learning resources, and program delivery.
- Refunds, where applicable, are processed according to the timelines and conditions set out in this policy.
- All refund requests must be submitted formally and in writing.

4. Refund Eligibility and Schedule

a. Withdrawal Before Program Commencement

- Withdrawal 14 days or more before the official program start date:
 - o **Eligible for a 90% refund of fees paid (10% retained as administrative costs).**
- Withdrawal 7–13 days before the program start date:
 - o **Eligible for a 50% refund of fees paid.**

b. Withdrawal After Program Commencement

- Withdrawal within the first 7 days after the program start date:
 - o **Eligible for a 25% refund of fees paid.**
- Withdrawal after the first 7 days of the program:
 - o **No refund will be issued.**

5. Non-Refundable Fees

- Registration fees, application fees, or any clearly designated non-refundable charges are non-refundable under all circumstances.
- Fees paid by third-party sponsors are subject to the sponsor's agreement and may not be refundable to the participant.

6. Exceptional Circumstances

Refund requests arising from exceptional circumstances (such as serious medical conditions or force majeure events) may be considered on a case-by-case basis, subject to submission of supporting documentation. Approval of such refunds is at the sole discretion of GITFiC management.

7. Refund Request Procedure

- All refund requests must be submitted in writing to the program administration office.
- Requests must include the participant's full name, program details, proof of payment, and reason for withdrawal.
- Approved refunds will be processed within 14–21 business days using the original payment method, where possible.

8. Amendments

GITFiC reserves the right to amend this Fee Refund Policy at any time. Any changes will be communicated to participants and will not apply retroactively.

9. Acceptance of Policy

Enrollment in the GITFiC-AfCFTA Professional 4-Month Program constitutes acceptance of this Fee Refund Policy