

Executive Education General Policies

Payment Policy

- A non-refundable down payment of \$500 is required during registration to guarantee your spot in the program
- The remaining balance due is to be paid in full by (DATE)
- Late registrants will be charged an additional \$100 on their program invoice

Substitution Policy

- Qualified substitutes for participants can be accommodated with written notice by DATE.

Florida International University (FIU) may, in its sole discretion, permit the substitution at no additional charge if the candidate is qualified.

Withdrawal Policy

All program withdrawal requests must be received in writing.

Due to costs associated with establishing, holding, and replacing participant slots the following guidelines will be implemented:

- Cancellations received more than **30 days prior** to a program's start date will incur a charge of **10 percent** of the full tuition
- Cancellations received **30 to 14 days prior** to a program's start date will be charged **50 percent** of the full tuition of the program
- Cancellations received less than **14 days prior** to a program's start date will be charged **100 percent** of the full tuition

* If a registrant fails to attend without notification, or if a withdrawal occurs on or after a program start date, full tuition will be forfeited.

If Florida International University (FIU) cancels a program due to low enrollment, registered participants will receive a refund of any tuition paid, or be allowed to move their registration to a future running of the program. Refunds from cancelled programs can also be applied to other open-enrollment programs.

Please note that in all situations, participants are responsible for their travel and Florida International University (FIU) cannot reimburse for any travel expenses that may have been incurred.