



## **TERM & CONDITIONS**

In exchange for being granted the opportunity to participate in The AYFN Academy programs, the participant, intending to be legally bound, agrees to the following terms and conditions:

### **ELIGIBILITY AND COMPETENCIES**

#### **1. ELIGIBILITY:**

In order to be eligible to participate in AYFN ACADEMY programs, you must:

- a. Have good command of English
- b. Be in good financial standing to pay for the program
- c. Be in good academic standing

#### **2. REQUIRED COMPETENCIES**

In order to participate in AYFN ACADEMY programs, you must demonstrate the following required competencies:

- a. Ability to be flexible and adapt to new, unexpected circumstances as they occur. Navigate independently and/or appropriately in a new and /or unfamiliar environment. (Ex: live in a host dorm; use urban/rural public transportation systems).
- b. Ability to be responsible for all known personal medical and psychological needs prior to participation in the program.
- c. Ability to respect the host culture and its different language, values, customs, and belief systems.
- d. Ability to respect people living with you as well as your neighbours, if living in an accommodation provided by AYFN ACADEMY.

### **COST AND PAYMENTS**

#### **1. REGISTRATION FEE POLICY**

- a. 1st instalment: You pay down payment of the program fee to reserve slots. This payment is non-refundable.
- b. 2nd instalment: You pay the remaining balance of the program fee within 20 business days before the program starts.

#### **2. ACCEPTANCE**

By applying or submitting registration form online to an AYFN program you are agreeing to enrol in the program for which you applied/registered if you are approved and accepted. Programs may require interviews, written statements, or both, before deciding to accept a participant.



### 3. PROGRAM COST AND BILLING

Upon acceptance into the program, if applicable, the AYFN ACADEMY will send you an invoice for the program cost less the deposit. Full payment is due as stated on the invoice. For specific costs, please refer to the applicable program.

### 4. PARTICIPANT WITHDRAWAL

In order to withdraw from a program, you must notify the communication manager and/or Program Leader(s) in writing. The participant has the right to cancel his/her participation in the program 30 days prior the starting date. In this case, second instalment is not required (if it has not been already paid). If the participant cancels participation in less than 30 days, provided that a visa has been obtained (if necessary) and there are no other good reasons for cancelling participation, then the participant must pay the full amount for participation in the program (remaining of the payment, if they have not yet been paid) or reimburse all expenses incurred for the organization of the program. The organization, in negotiation with the participant, will determine which option is most appropriate.

### 5. REFUND POLICY

#### 1. Program Cancellation by organizer

- a. ASEAN Youth Friendship Network (AYFN Academy) reserves the right to cancel a program due to low enrolment or other circumstances which would make the program non- viable.
- b. If AYFN Academy cancels a program, registrants will be offered a full refund (in this case, Program fee that has been paid only).
- c. Should circumstances arise that result in the postponement of a program, AYFN has the right to either issue a full refund or transfer registration to the same program at the new, future date.
- d. AYFN Academy will not responsible any loss of participants such as flight, visa, extra accommodation, etc due the occurrence of cancellation.

#### 2. Registration Cancellation by Participant

- a. Commitment fee or Down Payment is non-refundable.
- b. The following penalties shall apply, if otherwise specified. If you cancel more than 30 days before scheduled program departure, the cancellation charge will be 50% of the listed program fare. If you cancel 1- 30 days before scheduled program departure, the cancellation charge will be 100% of the listed program fare.
- c. No show will be considered as a cancellation on program departure date
- d. Cancellations received after the stated deadline will not be eligible for a refund.
- e. If a participant cancels participation due to Visa rejection, there is no refund. However, deposit is kept on the participant's account within the organization. If a participant cannot join the planned program due to visa rejection, the participant can join any other one in future and the deposit will be successfully transferred. There validity is 1 year and participant can use deposit anytime in future for any of the programs. Deposit transfer is available only between programs and can't be moved to another person.
- f. Refunds will not be available for registrants who choose not to attend a program.
- g. Cancellations will be accepted in writing only and must be received by the stated cancellation deadline.



- h. All refund requests must be made by the attendee.
- i. Refund requests must include the name of the attendee and/or transaction number.
- j. Refund will be made on 30 days after the program ends.
- k. These above policies apply to all AYFN program unless otherwise noted in the corresponding program materials. Please read all individual program information thoroughly.

## **VISAS**

You are generally responsible for obtaining proper visas and paying all costs associated with such visas. Note: *If a participant cancels participation due to Visa rejection, there is no refund. However, deposit is kept on the participant's account within the organization. If a participant cannot join the planned program due to visa rejection, the participant can join any other one in future and the deposit will be successfully transferred. There validity is 1 year and participant can use deposit anytime in future for any of the programs. Deposit transfer is available only between programs and can't be moved to another person.*

## **AUTHORIZATION AND RELEASE OF COPYRIGHTS**

I grant permission to AYFN ACADEMY to use my photograph, likeness or comments in any medium for educational, promotional, or any other purpose in furtherance of the non-profit missions of the organization. By signing, I confirm that I have read and understand these conditions and agree to be bound by them.