

EVPA Payment & Cancellation Policy in 2022

Payment Deadlines

Unless stated otherwise, the programme is invoiced in one instalment before the start date.

- **For in-person courses:** Full payment is due upon receiving the invoice and before the course starts. Cancellation requests and any other important communication must be addressed to: trainingacademy@evpa.ngo.
- **For online/hybrid courses:** Full payment is due before the course starts (i.e. the launch of the e-learning phase; if there is no e-learning phase the first live session is considered as the course start). Cancellation requests and any other important communication must be addressed to: trainingacademy@evpa.ngo.

You are responsible for ensuring that EVPA receives your written request. EVPA will reply with a written acknowledgement.

Please note, all prices exclude Belgian 21% VAT.

Cancellation Policy

There is no refund for cancellations. If you cannot join the programme for justified reasons (*force majeure*), you will receive a voucher of the same amount already paid to be used for another EVPA training.

Rescheduling

EVPA reserves the right to cancel or reschedule courses in case of insufficient participant numbers, or for other reasons beyond our control. Should this happen, you are entitled to a full refund, but EVPA is not responsible for travel arrangements/fees or any expenses incurred by you as a result of such cancellation. If EVPA cancels a course in which you are enrolled, you will be contacted at the email address you provided when registering.

Scholarships cancellation policy

Scholarships are transferable within your organisation. If you are unable to attend, please let us know who your replacement will be as soon as possible. In case you are neither able to attend nor able to transfer your scholarship internally and inform EVPA with less than 10 workdays' notice, EVPA reserves the right to charge your organisation at the cost of the training at members rate.