# **Training Registration and Cancellation Policy**

- 1. If a registrant is unable to attend a training of the FDI Excellence Series for any reason they may substitute, by arrangement with the registrar, someone else from the same institute/organization.
- 2. Should a confirmed registrant be unable to attend, and is not in a position to transfer his/her place to another person, then the following refund arrangements apply:
- 3. Registrations cancelled more than 60 days before the event will be refunded 80% of the registration fees.
- 4. Registrations cancelled less than 60 but more than 30 days before the event will be refunded 50% of the registration fees.
- 5. Registrations cancelled less than 30 days before the event will not be eligible for a refund.

# **Frequently Asked Questions About FDI Excellence Series**

### Can only WAIPA members participate in the FDI Excellence Series Trainings?

No, registration is open to everyone. However, WAIPA members receive a considerable discount on each training

#### What does the fee include?

First and foremost, the tuition fee. Yet also lunches and coffee break are included in the price. For the trainings held in Istanbul at the WAIPA Training Center you will receive a Multinet Card that you can use in the restaurant in the building loaded with a specific amount.

## I need to cancel my registration. Can I get a refund?

Yes you can, the amount that will be refunded depends however on the day of cancellation.

\* Cancellation requests must identify the registrant's name, email address, and amount paid.