

English in the Caribbean for Interpreters Programme

PAYMENT, CANCELLATION AND REFUND POLICY

English in the Caribbean for Interpreters is a programme organized jointly by Ocean Inspiration and the Centre for English Language Learning (CELL) of the University of the West Indies (UWI) - Cave Hill Campus - Barbados.

1- Payment Policy

The following policy applies to the English in the Caribbean for Interpreters Programme delivered by the Centre for English Language Learning (CELL). Applicants must complete the online registration and make the payment in full for the programme 65 days prior to their arrival in Barbados. Payments should be made by bank transfer.

Payment options

To secure registration, applicants are required to make a 50% deposit within 7 days of receiving confirmation of the programme by the organizers (CELL /Ocean Inspiration).

Applicants signing up before September 21, 2019 may choose to make the payment according to one of the two following plans:

	Number of Instalments	1st instalment	2nd instalment
PLAN A	1	Amount to be paid: 100% = US\$1'670 Deadline: 7 days after confirmation of registration	Not applicable
PLAN B	2	Amount to be paid: 50 % = US\$ 835 Deadline: 7 days after confirmation of registration	Amount to be paid: 50 % = US\$ 835 Deadline: Octobre 31, 2019

Applicants registering after September 21, 2019 will receive payment instructions in due time.

Payment Method

Payment should be made by bank transfer to Ocean Inspiration SàRL.

Payments instructions and bank details will be sent to applicants at the time of confirmation of the programme.

2- Cancellation of Programmes by CELL

While every effort is made to deliver our programmes as scheduled, CELL reserves the right to cancel any programme due to low enrollment or any other incidence which would make the programme non-viable.

Applicants will receive confirmation that the programme will take place either as soon as the required number of registrations is reached or no later than one (1) week after the stipulated registration deadline for the programme.

If CELL cancels a programme, students enrolled in the programme at the time of cancellation will be entitled to a refund of any fees paid. Should circumstances arise that result in the postponement of a programme, students will be offered an alternative date for the said programme or receive a refund in full.

Travel costs and any other incidental costs incurred, including entry visa, meals and travel insurance, are the sole responsibility of the applicant. CELL and Ocean Inspiration do not accept responsibility for travel arrangements or any other actual or perceived loss due to the cancellation of programmes.

3- Cancellation of Programmes by Applicant

If an applicant wishes to cancel his/her registration prior to the commencement of the programme, he/she must do so in writing via email to inscription@oceaninspiration.ch by the cancellation deadlines stated hereunder.

If Ocean Inspiration receives a notice of cancellation by an applicant sixty-five (65) days or more prior to the start date of the programme, the applicant will be refunded by Ocean Inspiration a percentage of the fees paid (see detailed schedule of refunds in the table below).

In case of withdrawal after October 31, refund of the course fee will be possible only if a substitute student is found.

4- Refund Policy

Registration fees will be refunded in full if CELL cancels a programme for which students have registered. Refunds will be made by Ocean Inspiration via bank transfer.

Refunds and Student Withdrawal

An applicant will be granted a refund of fees paid based on the date on which Ocean Inspiration receives the written application for withdrawal. Refunds will be granted as follows:

REASON FOR REFUND	NOTIFICATION REQUIREMENTS	REFUND
Programme cancelled by CELL	Any time	100%
Student withdraws before confirmation of the course	Written request to withdraw sent to inscription@oceaninspiration.ch before confirmation of the course	No refund (as no payment made yet)

<p>Student withdraws between date of confirmation of the course and October 31, 2019</p>	<p>Written request to withdraw sent to inscription@oceaninspiration.ch before November 1, 2019</p>	<p>50%</p>
<p>Student withdraws from course after October 31st, 2019</p>	<p>Written request to withdraw sent to inscription@oceaninspiration.ch as of November 1, 2019</p>	<p>No refund unless a substitute student is found</p>
<p>Student did not attend course or did not submit a written request to withdraw</p>		<p>No refund</p>