



## Terms & Conditions

### Center for Sustainable Development, Inc. (CSDi) Workshop Booking Terms and Conditions

#### Admissions

The program is aimed at:

- southern and northern development students and postgraduate students who want to learn more about what works in designing impact-oriented projects
- donors, development practitioners, field staff, grant writers, project managers, directors, and donor staff.
- staff from large INGOs, staff from small in-country NGOs, people considering career changes, and business owners with a social conscience.

We offer options for both individual and group registration.

Participants apply through the online application process at: <http://www.csd-i.org/how-to-enroll-in-our-workshops/>.

If you have any queries about the application process, please contact: [Online.Learning@csd-i.org](mailto:Online.Learning@csd-i.org)

#### Language

The workshop will be conducted in English. No translation nor interpretation services will be provided.

#### Payment Details

Enrollment into the course is on receipt of fees on a first come first served basis; once the target figure is reached there will be a waiting list in operation. When a participant's application is approved, a conditional offer of acceptance into the program will be issued followed by an invoice for the fees, and simple payment instructions. Your place in the program will be confirmed once payment is received.

Payment is due by the payment deadline specified on the workshop enrollment page: <http://www.csd-i.org/how-to-enroll-in-our-workshops/>. We accept payment by credit card, wire transfer or Western Union.

If you are registering just one person, simply go to the Enrollment Page where you will have the option to pay by credit card online. <http://www.csd-i.org/how-to-enroll-in-our-workshops/>

If it's more convenient for you to pay by Western Union or by Bank transfer, we will be glad to send you instructions. Write to us at: [Online.Learning@csd-i.org](mailto:Online.Learning@csd-i.org).

#### Fees

Fees include program fees and course materials. For enrolling in a live workshop, fees must be paid in full one month (28 days) prior to the start of the program. Your place on the program is not confirmed until the full payment has been received. If you will be sponsored, the sponsorship must be confirmed in writing six weeks before the start of the course, and payment received one month before the start of the workshop.

For enrolling in a 2 month blended training program, please check the enrollment page for the payment deadline: <http://www.csd-i.org/how-to-enroll-in-our-workshops/>

Accommodation is non residential and is the responsibility of the participant. One month before the course begins we will announce the venue and provide a list of hotels and guest houses for you to choose from.

#### Cancellation/No Show Policy

**Participant Cancellations:** All cancellations must be made in writing. We will deduct banking fees from all refunds.

- For cancellations received up to 56 days before the start of the course we will refund 100% of the course fee.
- For cancellations received within 29 days to 55 days before the start of the course we will refund 80% of the course fee.
- For cancellations received within 28 days of the start of the course we will refund 50% of the course fee.
- For cancellations received within 14 days of the start, or if a delegate fails to attend the course, the whole course fee will be charged and no refund issued.

Tuition Fees paid are non-refundable except as outlined in the above cancellation terms.

Registrants who do not show up for the workshop without prior notification will forfeit the full registration fee.

If you have been refused a visa or entry to the host country, the course fee will be refunded, incurring an administrative fee of \$200.00, provided the following conditions are met:

- CSDi is provided with the original letter issued by the host country confirming the refusal of visa.
- CSDi International Joining Instructions and Confirmation of Attendance and receipt of fees paid are returned to CSDi in original form.
- You have not entered the host country.

**CSDi Cancellations:** CSDi reserves the right to cancel the course two weeks (14 days) before the live portion of the main workshop is scheduled to begin if the required quorum is not met. This will be immediately conveyed to the applicants. Course fees paid will be refunded in full, but we are unable to reimburse any other costs that may have been incurred, including flights, accommodation, visa costs etc. Because of this, it is best to wait until 13 days before the workshop begins to book air travel and hotels.

**Substitution Policy**

Substitutions are accepted up to seven days before the start of the workshop. Please provide a written request to [Online.Learning@csd-i.org](mailto:Online.Learning@csd-i.org) indicating the name of the original registrant and the name/contact information for the substitute attendee. Sharing of registrations is not permitted.

**Visas and travel**

It is your responsibility to apply for a visa for the workshop's host country. Obtaining a visa may take some time, delegates are advised to start this procedure as soon as possible; please allow a minimum of eight weeks for your visa application to be processed. Costs for making applications and travel to a visa issuing center are the applicants responsibility.

CSDi will provide confirmation of your acceptance onto the program, once your fees have been received, to facilitate your visa application.

**Accommodation**

This is not included in the costs of the course, as you can then select what is most appropriate to your circumstances. We can provide information about hotels and guest houses nearby.

We will advise you of the additional funds you will need to cover other meals and expenses during your stay.

28 days before the beginning of the workshop we will advise you (based upon the enrollment levels) of the workshop's venue in order to assist you in choosing accommodation.

**Participants' Responsibilities**

Participants are responsible for arranging their own international travel and transfers. You should also ensure you have health and travel insurance for the duration of the program, and as outlined above, apply for any required visa documentation in good time. While the program will provide a full set of readings and materials, some supplementary materials may be available as reference only.

You are expected to cover the costs of your flights, transfers, and accommodation and meals. Participants should aim to arrive in the host country at least one day prior to the beginning of the workshop.

The operation of CSDi training workshops is tuition based. Accordingly participants have to cover all training costs and/or find a sponsor for their participation. This is also the case for travel expenses, accommodation, meals, and personal, daily expenses.

**Consent for Use of Image and Voice**

Attendance at CSDi events constitutes an agreement by the attendee to CSDi use and distribution of the attendee's image and/or voice in photos, video or audio tapes recorded during these events. Questions? [Online.Learning@csd-i.org](mailto:Online.Learning@csd-i.org).

**Course Documentation**

All Delegates will be provided with electronic handouts that will be a useful reference on return to work. Prior to completion of your course you will receive your course notes electronically on a USB memory drive.

This will eliminate any additional excess luggage costs from heavy course materials. All course materials are copyrighted and may not be reproduced without prior permission in writing from CSDi.