

Terms and Conditions for Admission to Merit Academy Programs



First: Program Fees

- ♦ Program fees include: providing educational content, official educational materials, accredited certificates, and light meals during the in-person training days.
- ♦ The fees do not include: accommodation costs, travel, or Value Added Tax (VAT) (if applicable).
- ♦ The CMgr fellowship application fee of 1500 US dollars is not included in the program fees and is to be paid separately by the participant directly to CMI-UK, or through Merit Academy.
- ♦ The full program fees are due at least two weeks before the start date of the first training session.

Second: Withdrawal and Refund Policy

1. **Withdrawal more than 14 days before the program starts:** The participant is entitled to a full refund of the paid fees, with a deduction of an administrative fee of 260 US dollars.
2. **Withdrawal between 7 and 14 days before the program starts:** The participant is entitled to a 50% refund of the paid fees.
3. **Withdrawal during the last seven days before the program starts:** The participant is entitled to a refund of only 25% of the paid fees.
4. **Withdrawal after the program starts:** No amount will be refunded. In force majeure emergencies (such as proven critical health conditions), a formal request may be submitted to the program committee to consider postponing the seat or a partial refund, at the academy's discretion.
5. **Withdrawal Procedures:** A formal withdrawal notice must be submitted via email to the program manager, including a written explanation of the reason for withdrawal and its date.
6. **Non-refundable fees:** Fellowship application fees, any bank fees, electronic payment gateway fees, or deducted administrative fees will not be refunded.

Third: Modifications and Unforeseen Circumstances

- ♦ Merit Academy reserves the right to make any necessary modifications to the schedule, reschedule sessions, change instructors, or modify the program delivery method in the event of unforeseen emergency circumstances.
- ♦ In the event of a complete cancellation of the program by the academy, a full refund of the paid fees will be issued.

Fourth: Intellectual Property Rights

- ♦ All training materials provided in the program are the exclusive intellectual property of Merit Academy or its licensed entities. It is not permitted to copy, reuse, distribute, or publish any of these materials without explicit written permission from the Academy.

Fifth: Admission Requirements

- ♦ To be admitted to the program, the applicant must hold at least the required degree for the desired level, in addition to the practical experience specified in the requirements.
- ♦ It is the applicant's responsibility to provide proof of meeting these conditions before their final admission is confirmed.

Sixth: Waiver of Liability

- ♦ Merit Academy assumes no liability for the loss of or damage to personal property, or for any personal injuries that the participant may sustain during the program.
- ♦ The Academy shall not be liable for failure to deliver any part of the program due to force majeure circumstances beyond its control, such as natural disasters, pandemics, political or military crises, or emergency government decisions.
- ♦ Merit Academy is not responsible for a trainee's failure to pass the unit assessments.
- ♦ Merit Academy is not responsible if a trainee does not qualify for the CMgr title, which is awarded based on CMI-UK's assessment.
- ♦ The Academy assumes no responsibility for any errors in the registration form filled out by the trainee, which will be relied upon for their registration with CMI.

Seventh: Recordings and Documentation

- ♦ Some training sessions may be recorded for educational or documentation purposes, or to support the participants' learning experience.
- ♦ By agreeing to these terms, the participant implicitly consents to the possibility of appearing in these recordings, whether on Merit Academy's educational or marketing platforms.
- ♦ The recordings will be stored securely and may be used for marketing or documentation purposes without requiring prior permission from the participants.

Eighth: Updating Terms and Conditions

- ♦ Merit Academy reserves the right to amend or update these terms and conditions at any time.
- ♦ Registered participants will be notified of any approved changes in a timely manner via their registered email address.

For inquiries and correspondence

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