



OPEN ENROLMENT PROGRAMMES: CANCELLATION POLICY

All cancellations of participation or substitutions/transfers/postponement must be confirmed in writing (via email) to the appropriate Admissions Team:

Programmes taking place/starting
in Europe/USA
INSEAD
Boulevard de Constance
F - 77305 Fontainebleau - France
Email: execed.europe@insead.edu

Programmes taking place/starting
in Asia/Middle East
INSEAD
1 Ayer Rajah Avenue
Singapore 138676
email: execed.asia@insead.edu

The date of cancellation is considered to be the date of receipt, and will be acknowledged in writing within 3 working days.

The INSEAD cancellation policy applies to all cancellations of participation received 30 days or less prior to the commencement of the programme. The following cancellation fee shall apply:

- 30 to 15 days before Commencement Date: 50% of the cost of Tuition Fee
- 14 days or less before Commencement Date: 100% of the cost of Tuition Fee

It is therefore important that you inform us in a timely manner if you must cancel your participation. In case of transfer, please note that maximum 2 transfers per Programme will be allowed.

Replacements

In cases where a qualified replacement is identified by the company and admitted by INSEAD for the same programme and session dates, the cancellation fee will be waived.

Tuition Fee

Please take note that tuition fee may be revised every year. As such, the revised tuition fee will apply to any postponed participation. The tuition fee covers tuition, course materials and if delivered on campus also covers lunches and coffee breaks. It is not inclusive of accommodation expenses and other incidentals.

Any questions regarding our cancellation policy may be directed to the Admissions Teams of Executive Education.

Updated May 2021