INSEAD

OPEN ENROLMENT PROGRAMMES: CANCELLATION POLICY

All cancellations of participation (including substitutions/transfers/postponement) must be confirmed in writing (via email) to the following persons:

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

Programmes taking place/starting in Asia/Middle East
Ai Lin TAN
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, transfers and postponements of participation received 45 days or less prior to the commencement of the programme. The following cancellation fee shall apply:

45 - 30 days prior to the commencement of the programme	25% of tuition fee
29 - 8 days prior to the commencement of the programme	50% of tuition fee
7 days or less prior to the commencement of the programme	100% of tuition fee

It is therefore important that you inform us in a timely manner if you must cancel your participation.

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 in September of each year. As such, the revised tuition fee will apply to any postponed participation. The tuition fee covers tuition, materials, lunches and coffee breaks while on the programme. It is not inclusive of accommodation expenses and other incidentals.

Any questions regarding our cancellation policy may be directed to the Customer Support Team of Executive Education, in Fontainebleau on + 33 1 6072 9007, or in Singapore on + 65 6799 5377.

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