



Advanced Certificate and Diploma in Fund Administration

Terms and Conditions

1. CLT International reserves the right to vary or cancel a course or examination where the occasion necessitates.
2. CLT International accepts no liability if, for whatever reason, the course or examination does not take place.

Cancellations – online programme

3. Cancellations will only be permitted in exceptional circumstances at the discretion of the Course Director at CLT International by making prior written application.

Cancellations – optional study options

4. If a delegate withdraws from the workshop or fails to attend, no refund will be paid save at the discretion of CLT International.
5. If a delegate withdraws from either the Tutor Support Package or the e-Learning Package no refund will be paid save at the discretion of CLT International.

Deferrals – online programme

6. Any part of the course (assignment or examination) may be deferred on a maximum of two occasions by making prior written application to the Course Director at CLT International.
7. If a delegate defers the assignment (only) prior to the release date of the assignment title no additional cost will be incurred.
8. If a delegate defers the assignment (only) once the assignment title has been released a re-registration fee of £50 will be charged.
9. If a delegate defers the examination (only) more than eight weeks prior to the date of the examination no additional cost will be incurred.
10. If a delegate defers the examination (only) less than eight weeks prior to the date of the examination an administration fee of £200 will be charged.
11. If a delegate defers the course (assignment and examination) prior to the release of the assignment title no additional cost will be incurred.

Deferrals – optional study options

12. Please note that given the nature of the additional study options, regrettably, deferral of enrolment to the next sitting is not possible, save in exceptional circumstances on application to the Course Director.

Examinations

13. No delegate will be permitted to sit any examination, nor register for any further course(s), until any outstanding balances have been paid. In the event that a delegate sits an examination and it transpires that balances remain unpaid, the delegate's examination answer paper will not be marked until such balances are cleared.