

TERMS AND CONDITIONS

1. Non-Academic Programmes (Executive Programmes and Entrepreneurship Development Academy)

Cancellation Policy:

In the event that you decide to cancel your registration, you must send your notification of cancellation within 11 working days for all courses, in writing to the programme management team, and it will be penalty free, however, should the cancellation or postponement of a programme be a direct result of a GIBS decision and/or unforeseen circumstances then GIBS will waive the penalty fee completely.

On-Campus Programmes

Should you decide to cancel your registration less than 10 working days prior to programme commencement, you will be liable for 50% of the programme fee (administration fee and access to course material). Cancellation of your registration made 5 working days or less prior to programme commencement and those who do not arrive for the programme will be liable for the full programme fee.

Days before programme	11+ days	10 - 6 days	5 - 0 days
Penalty	0%	50%	100%

Online Programmes

Should you decide to cancel your registration less than 5 working days prior to programme commencement, you will be liable for 50% of the programme fee (administration fee and access to course material) and those who do not participate will be liable for the full programme fee. Please note that the online cancellation requirements will also be applicable to programmes that have been converted from On-Campus to Online Programmes.

Days before programme	6+ days	5-1 days	0 days
Penalty	0%	50%	100%

Transferring

Should you decide to attend the same programme in a different iteration, GIBS will transfer your registration without you incurring any additional fees before your initial programme commences if we receive written notification 5 working days prior to the programme commencing.

Note: Transferring between different programme iterations is only permitted once, on condition that all your fees have been fully paid up for that programme.

If you do not attend another programme iteration within a six-month period, you will forfeit your programme fee.

Force Majeure

Should GIBS cancel an On-Campus Programme due to unforeseen circumstances*; GIBS will notify you accordingly and either move the programme online (depending on the nature of the programme) or postpone to a more suitable date. Please note that the penalty fee will be waived during this transition period and will apply again once the final date has been announced.

Please note that your options are as follows:

- Transfer to the revised programme iteration
- Cancel your enrolment and request a refund where applicable
- Attend another programme iteration

*Unforeseen circumstances include but are not limited to:

Pandemic, epidemic, disease, crisis, government action or any circumstances of like or different nature beyond the reasonable control of GIBS.

2. Academic Programmes (MBA, MPhil, PGDip, PDBA, PMD)

Cancellation Policy:

The cancellation of registration for the programme must be undertaken in writing. Any student who discontinues attendance of the programme without notifying the relevant Programme Manager in writing will remain liable for the payment of tuition fees for the entire year. Such students will also remain a registered student and attendance will be recorded as a no-show and subsequently a fail will be recorded till such time as the relevant documentation has been completed and received by the Programme Manager.

The position regarding the payment of fees on cancellation of registration is as follows:

- If cancellation takes place prior to the commencement of the orientation of a programme, the student will be liable for the registration fee for the relevant academic programme and the application fee for the PMD.
- If cancellation for any programme takes place at any stage from the start till the end of the first module/blocks classes, the student is liable for payment of a cancellation fee equivalent to 25% of the tuition fee for that year.
- If cancellation for any programme takes place at any time after the conclusion of the first module/blocks classes, the student is liable for payment of the full tuition fee for that year.

The following fees are not refundable under any circumstances:

- Application fees
- Registration fees (MPhil, MBA, PGDip and PDBA only)