

**STANDARD REFUND POLICY:**

I acknowledge that I have read and accepted Yale School of Management’s executive education refund, cancellation, and deferment policies. In addition, I understand that during the program, I will be free of other duties and will be able to participate fully. Program fees are due, in full, 45 days prior to the start of the program. Payment must be received in full for your registration to be guaranteed and pre-program materials to be provided.

<b>REQUEST FOR CHANGE IN REGISTRATION</b>	<b>CANCELLATION</b>	<b>ONE-TIME DEFERMENT*</b>
30 days, or more, prior to Program start date	100% Program Fee Refund Provided	A deferment request must be provided in writing and may be granted a similar program to be used within 1 year of the deferment request date.
15-29 days prior to program start date	50% Program Fee Refund Provided	A deferment request must be provided in writing and may be granted a similar program to be used within 6 months of the deferment request date.
14 days, or less, prior to program start date	No Refund Provided	A deferment request must be provided in writing and may be granted to a similar program within 6 months. A deferment fee of \$500 will be charged and must be paid in full before deferment is confirmed.

\*Deferments are subject to approval to ensure that participants and programs are suitable. If the number of participants enrolled in a program is deemed insufficient, Yale School of Management Executive Education reserves the right to postpone or cancel programs and is not responsible for any travel or incidental costs incurred by a registrant. If the program is cancelled by Yale, a full refund of the program fees paid will be issued within 30 days.