

Payment of tuition fees for online courses

DiploFoundation accepts various methods of payment for its online courses. Once you have chosen the payment type that best suits you and have made your payment, please write to Tanja Nikolic (Tanjan@diplomacy.edu) stating which method you have selected. It is important that we receive payment on time and this information will help us track your payment.

Methods of payment

1. Credit Card

Please visit <http://www.diplomacy.edu/payment/courses> to pay through our secure online payment portal.

2. Pay Pal (www.paypal.com)

Please send payments to Patrickb@diplomacy.edu.

3. Bank transfer

Please transfer payment to:

Beneficiary Bank: Bank of Valletta

Branch Address: Msida

Account Holder: DiploFoundation

Account Address: 212/215, Marina Street, Pieta, PTA9041, Malta

Account Number: 40012238419

IBAN No.: MT80VALL22013000000040012238419

Swift Code: VALLMTMT Sort Code: 22493

****Please cover all transfer charges – we should receive the full amount of payment due. Also, please include your name and the course you wish to attend in payment details section.***

4. Cheque

Cheques should be made out to DiploFoundation, and mailed, along with a copy of your invoice, to:

DiploFoundation

Anutruf, Ground Floor

Hriereb Street

Msida, MSD 1675, Malta

Refund and deferral policy

DiploFoundation understands that there will be occasions when participants may have to withdraw from a course. Should this occur, we offer the opportunity for a partial refund or deferral. Please note that **in order to qualify for a refund or future credit, you must inform your course coordinator by e-mail of the decision to withdraw before the stated deadline.**

Refund

If you have registered, but decide not to take the course before the official start date (i.e. the date of the online orientation session), you are entitled to a full refund less a €75.00 (seventy-five euro) administration fee.

If you drop the course within two weeks of the orientation online session, you are entitled to a 50% refund. After the first two weeks of the course, no refunds are possible.

Deferral

Alternately, if you withdraw within three weeks of the orientation online session you may request full credit to take the course (or a different one which has the same course fee) in the future. You must use this credit within two years of the original course start date.