

# **VC Catalyst Payment Terms and Conditions, Cancellation and Deferral Policies**

## **Terms and Conditions**

Please note the following terms and conditions apply to payment of VC Catalyst tuition fees:

- An invoice will be issued to successful VC Catalyst applicants shortly after they accept their offer of a place in the program. Applicants must pay the tuition fee specified in their offer letter in full within 14 days of the invoice issue date to secure their place in the program.
- Any successful applicants who are offered a place within 14 days of the program commencing, must pay the tuition fee specified in their offer letter in full prior to the commencement date to secure their place in the program.
- A late payment fee calculated at 12% per annum is charged on overdue invoices not paid within 14 days of issue.

## **Cancellation Policy**

### **Policy Statement:**

The Wade Institute understands that participants occasionally have compelling changes in plans or schedules that will result in them not being able to attend the program as planned. If this situation arises, our first preference is that you defer your place to the next intake of the VC Catalyst program [see VC Catalyst Deferral Policy] To accommodate such situations while maintaining program integrity, the following cancellation policy has been established.

### **Cancellation Conditions:**

The VC Catalyst cancellation policy applies to all cancellations of participation received 30 days or less prior to the commencement of the program.

Please note that the following cancellation fees shall apply:

- Cancellation up to 30 days before the Commencement Date: 100% fee refund less a \$250 cancellation fee to cover administrative costs.
- Cancellation 15-30 days before the Commencement Date: 50% fee refund.
- Cancellation less than 15 days to the Commencement Date: No fee refund.

### **Deferral Process:**

It is important that you inform the VC Catalyst Program Manager in a timely manner if it is necessary for you to cancel your participation.

All cancellations of participation must be received in writing via email to [vcc@wadeinstitute.org.au](mailto:vcc@wadeinstitute.org.au) and are only valid upon the Wade Institute confirming receipt of your request.

1. Submission of Request: Participants who wish to cancel their participation must send a formal written request outlining the reason for cancellation via email to the VC Catalyst Program Manager at [vcc@wadeinstitute.org.au](mailto:vcc@wadeinstitute.org.au)

***Note: These policies are current as of September 2023.***

Please note that cancellations are only valid upon the Wade Institute confirming receipt of your request.

2. **Review and Approval:** The VC Catalyst Program Manager will review each cancellation request on a case-by-case basis and communicate the decision to the participant within 3 business days of receiving the request. Refunds of fees will be processed in line with the cancellation timelines listed above.

#### **Exceptions:**

Exceptions to this cancellation policy may be made in cases of extreme and unforeseeable circumstances, such as medical emergencies or family crises, subject to verification and approval by the VC Catalyst Program Manager.

#### **Conclusion:**

Wade Institute aims to support its participants in their professional development journey as early-stage investors while maintaining program consistency and fairness. This cancellation policy is designed to strike a balance between flexibility and program continuity. Participants are encouraged to plan their program participation carefully to minimize the need for cancellation.

#### **Questions**

If you have any further questions regarding our cancellation policy, please feel welcome to contact the VC Catalyst Programs Team via email at: [vcc@wadeinstitute.org.au](mailto:vcc@wadeinstitute.org.au)

#### **Deferral Policy**

##### **Policy Statement:**

The Wade Institute understands that unforeseen circumstances may arise, causing VC Catalyst participants to temporarily defer their enrolment. To accommodate such situations while maintaining program integrity, the following deferral policy has been established.

##### **Deferral Conditions:**

1. **Deferral Limit:** Participants enrolled in VC Catalyst are allowed a single deferral opportunity once they accept a place in the program.
2. **Advance Notice:** Participants seeking a deferral must submit a formal, written request at least 30 days before the originally scheduled start date of the program intake they wish to defer. Requests submitted less than 30 days in advance will not be considered.

##### **Deferral Process:**

3. **Submission of Request:** Participants who wish to defer their participation must send a formal written request via email to the VC Catalyst Program Manager at [vcc@wadeinstitute.org.au](mailto:vcc@wadeinstitute.org.au). The request should include the following information:
  - Participant's full name
  - Reason for deferral

***Note: These policies are current as of September 2023.***

4. Review and Approval: The VC Catalyst Program Manager will review each deferral request on a case-by-case basis and communicate the decision to the participant within 3-business days of receiving the request.
5. Deferment Confirmation: If a deferral request is approved, the participant will receive written confirmation of the next intake date and any relevant program details.
6. Completion of Program: Participants who have been granted a deferral must commit to attending the program in the approved next intake dates. Failure to do so will result in forfeiture of their place in VC Catalyst.

**Exceptions:**

Exceptions to this deferral policy may be made in cases of extreme and unforeseeable circumstances, such as medical emergencies or family crises, subject to verification and approval by the VC Catalyst Program Manager.

**Conclusion:**

Wade Institute aims to support its participants in their professional development journey as early-stage investors while maintaining program consistency and fairness. This deferral policy is designed to strike a balance between flexibility and program continuity. Participants are encouraged to plan their program participation carefully to minimize the need for deferrals.

**Questions**

If you have any further questions regarding our deferral policy, please feel welcome to contact the VC Catalyst Programs Team via email at: [vcc@wadeinstitute.org.au](mailto:vcc@wadeinstitute.org.au)