

Cancellation and Payment Policy

By enrolling in a Columbia Business School Executive Education program, you have agreed to comply with our full Cancellation and Payment Policy:

Program Fee: Full payment is required within 30 days of the date of application in order for candidates to maintain their place in the program and to receive preliminary materials. Failure to comply with our payment policy will result in applicants losing their seat. Participants who enroll less than 45 days before the program start date are required to pay the full fee immediately as a condition of acceptance.

Deposit Fee: Admitted participants will be asked to submit a \$5,000 nonrefundable deposit to secure a seat in the program.

Cancellation And Refunds: All cancellation, transfer, and substitution notifications must be sent in writing via email to advancedmanagementprogram@gsb.columbia.edu. A full refund may only be obtained if notification is received at least 31 days prior to the program start date. Each registrant is limited to one refund within a 365-day period. Due to program preparation and administration costs, any cancellations or requests for transfers received 30 days or less before the program begins are subject to late notice fees as described below:

More than 30 days' notice: 0% Cancellation or Transfer Fee

14 to 30 days' notice: 50% Cancellation or 20% Transfer Fee

Less than 14 days' notice: 75% Cancellation or 30% Transfer Fee

Transfers: The limit of transfer requests per participant is one time for the Advanced Management Program. Full tuition is nonrefundable if the registrant or substitute cancels or defers more than one time for the Advanced Management Program.

Transfer Balance: Any remaining balance of a payment for a cancelled program can be applied to another Columbia Business School Executive Education program within one year of the original program date. After one year, the balance is nontransferable and nonrefundable. Requests for refunds of payments made more than one year prior are also nonrefundable.

Substitutions: All participant substitutions are subject to the sole discretion of Columbia Business School Executive Education. Requests must be submitted in advance of the program start date and will be reviewed on an individual basis, based on participant qualifications and lead time needed for any pre-program work and administration.

Travel and Visas: Columbia Business School Executive Education is not responsible for matters or costs related to travel or visas under any circumstances. Participants may want to consider purchasing trip cancellation insurance in the unlikely event that a program is cancelled or they cannot attend for personal or professional reasons. Visa denials or delays do not warrant a refund or waiver of late notice fees.

Location: While we make every effort for our programs to take place on campus, some programs may run off campus in New York City. Columbia Business School Executive Education reserves the right to change the program location at any time. Program location changes do not merit a refund.