

Updated: 14 Feb 2023

TERMS AND CONDITIONS OF IVHQ REGISTRATION AND PROGRAM FEES

Version 6.0

This document summarizes the terms and conditions applicable to IVHQ's Registration Fees and Programs Fees. By submitting your application, you confirm your acceptance of, and agree to be bound by the following IVHQ Terms and Conditions:

Definitions

- All prices referenced are in US dollars.
- All timing referred to in these terms and conditions is based on New Zealand standard time.
- 'IVHQ' refers to International Volunteer HQ.
- 'Volunteer' refers to the customer of IVHQ who has applied to participate in a volunteer program.
- 'Independent Local Team' refers to the local coordinator who facilitates the volunteer program in the chosen country.
- The 'IVHQ website' refers to www.volunteerhq.org.

Standard Terms Applicable To All Applicants

- Volunteers may choose between three Registration Fee pricing Options: Base, Smart and Flexi+. The terms and conditions in respect of these options are defined below.
- Where a group of ten or more people is volunteering, IVHQ may, at its sole discretion, offer custom options. Terms agreed to in any custom option will apply to all volunteers participating in that group, instead of the options set out below.
- Certain IVHQ programs have different cancellation fees to those set out below. These are detailed on the relevant program pages on the IVHQ website.
- If a volunteer changes to a program with a lower Program Fee, no refund will be given. If the volunteer changes to a program with a higher Program Fee, the volunteer will be required to pay the difference.
- Requests for cancellations, refunds or other changes to your program must be made via an email to your IVHQ Program Manager and are considered at IVHQ's discretion, clearly detailing the reasons for the cancellation, refund or change. Once a volunteer's cancellation or refund request has been received by IVHQ, they will be notified via email. If no confirmation is received within three

working days, the volunteer should assume that the request has not been received and is advised to contact his or her IVHQ Program Manager again.

- No Program Fee refunds or credits will be given once the program start date has passed as the Program Fee will have already been sent to the Independent Local Team to cover in-country services. At this stage, any change to the program and any refund or credit requests must be directed to the Independent Local Team and will be considered at their discretion.
- Payments for add-ons and international banking transaction fees are non-refundable in all circumstances.
- Payments made using a credit can only be refunded as a credit (where eligible). No cash refunds will be made for payments made with a credit.
- No refunds will be paid to any volunteer who has been provided with a program participation verification letter for the purpose of fundraising, applying for a visa, or obtaining an academic credit.
- Only one discount, referral code, or promotion code may be applied to each Registration Fee. Discounts are not accumulative, so if the volunteer is entitled to more than one discount, only the higher value discount will be applied. All discounts are applied to the standard non-discounted price.

FEE OPTIONS

- Base
- Smart
- Flexi +
- Standard

BASE \$329

Refunds & Credits

Registration Fee is non-refundable and Registration Fee credits are not available.

Program Fees may be retained as a credit or refunded if processed 14 or more days before the program start date. Program Fee credits can be held in the volunteer's name for future use on any IVHQ program, subject to availability, for 12 months from the volunteer's earliest registered start date. Program Fee refunds will be subject to a \$200 cancellation fee. Program Fee credits and refunds less than 14 days before the program start date will be offered at IVHQ's discretion and are subject to a minimum \$300 cancellation fee to cover expenses already incurred on behalf of the volunteer.

Changes to Program Destination, Project, Dates or Duration

After the Registration Fee has been paid and before the program start date, a volunteer may change their program destination, project, duration and/or start date subject to the

following policies:

- **14 or more days before scheduled program start date:** No Change Fee + any difference in Program Fee.
- **Less than 14 days before scheduled program start date:** \$150 Change Fee per change + any difference in Program Fee.
- The new program's start date must be no more than 12 months from the earliest start date the volunteer was registered for, otherwise a new Registration Fee will be payable.

SMART \$359

Refunds & Credits

If a volunteer wishes to cancel their registration after the Registration Fee has been paid, they may request a refund or credit of their Registration Fee subject to the following policies:

- **Cancellation 60 or more days before the earliest program start date the volunteer was registered for:** A Registration Fee credit can be held in the volunteer's name for future use on any IVHQ program, subject to availability, for 12 months from the volunteer's earliest registered start date. Alternatively, the volunteer can opt for a 50% refund of Registration Fee.
- **Cancellation 30-59 days before the earliest program start date the volunteer was registered for:** No refund of Registration Fee, but a Registration Fee credit can be held in the volunteer's name for future use on any IVHQ program, subject to availability, for 12 months from the volunteer's earliest registered start date.
- **Cancellation less than 30 days before the earliest program start date the volunteer was registered for:** No refund of Registration Fee, but if the Program Fee has also been paid then a Registration Fee credit can be held in the volunteer's name for future use on any IVHQ program, subject to availability, for 12 months from the volunteer's earliest registered start date.

Program Fees may be retained as a credit or refunded if processed 14 or more days before the program start date. Program Fee credits can be held in the volunteer's name for future use on any IVHQ program, subject to availability, for 12 months from the volunteer's earliest registered start date. Program Fee refunds will be subject to a \$200 cancellation fee. Program Fee credits and refunds less than 14 days before the program start date will be offered at IVHQ's discretion and are subject to a minimum \$300 cancellation fee to cover expenses already incurred on behalf of the volunteer.

Changes to Program Destination, Project, Dates or Duration

After the Registration Fee has been paid and before the program start date, a volunteer may change their program destination, project, duration and/or start date subject to the following policies:

- **14 or more days before scheduled program start date:** No Change Fee + any difference in Program Fee.
- **Less than 14 days before scheduled program start date:** \$150 Change Fee per change + any difference in Program Fee.
- The new program's start date must be no more than 12 months from the earliest start date the volunteer was registered for, otherwise a new Registration Fee will be payable.

FLEXI+ \$429

Refunds & Credits

If a volunteer wishes to cancel their registration after the Registration Fee has been paid, they may request a refund or credit of their Registration Fee subject to:

- **Cancellation 30 days or more before the earliest program start date the volunteer was registered for:** A Registration Fee credit can be held in the volunteer's name for future use on any IVHQ program, subject to availability, for 24 months from the volunteer's earliest registered start date. Alternatively, the volunteer can opt for a 100% refund of Registration Fee, less a \$50 processing fee.
- **Cancellation less than 30 days before the earliest program start date the volunteer was registered for:** No refund of Registration Fee, but if the Program Fee has also been paid then a Registration Fee credit can be held in the volunteer's name for future use on any IVHQ program, subject to availability, for 24 months from the volunteer's earliest registered start date.

Program Fees may be retained as a credit or refunded if processed 14 or more days before the program start date. Program Fee credits can be held in the volunteer's name for future use on any IVHQ program, subject to availability, for 24 months from the volunteer's earliest registered start date. Program Fee refunds will be subject to a \$200 cancellation fee. Program Fee credits and refunds less than 14 days before the program start date will be offered at IVHQ's discretion and are subject to a minimum \$300 cancellation fee to cover expenses already incurred on behalf of the volunteer.

Changes to Program Destination, Project, Dates or Duration

After the Registration Fee has been paid and before the program start date, a volunteer may change their program destination, project, duration and/or start date subject to:

- **14 or more days before scheduled program start date:** No Change Fee + any difference in Program Fee.
- **Less 14 days before scheduled program start date:** \$150 Change Fee per change + any difference in Program Fee.
- The new program's start date must be no more than 24 months from the earliest start date the volunteer was registered for, otherwise a new Registration Fee will be payable.

VIEW MORE DETAILS

Base

Here's the small print, explained:

Refunds and credits:

- **Registration Fee** is non-refundable and cannot be retained as a credit in the event of cancellation.
- **Program Fees** may be retained as a credit or refunded if processed 14 or more days before the program start date, with refunds subject to a \$200 cancellation fee.

Changes:

- **14 or more days before scheduled program start date:** No Change Fee + any difference in Program Fee.
- **Less than 14 days before scheduled program start date:** \$150 Change Fee per change + any difference in Program Fee.
- No refunds will be given if the new Program Fee is less than the amount already

paid.

[Please click here for IVHQ's full terms and conditions for Registration and Program Fees.](#)

Smart

Here's the small print, explained:

Registration Fee refunds and credits:

- **Cancellation 60 or more days before the earliest program start date you were registered for:** 50% refund of Registration Fee.
- **Cancellation 30-59 days before the earliest program start date you were registered for:** No refund of Registration Fee, but a credit can be held in your name for future use on any IVHQ program, subject to availability, for 12 months from your earliest registered start date.
- **Cancellation less than 30 days before the earliest program start date you were registered for:** No refund, but if the Program Fee has also been paid then a credit can be held in your name for future use on any IVHQ program, subject to availability, for 12 months from your earliest registered start date.

Program Fee refunds and credits:

- Program Fees may be retained as a credit or refunded if processed 14 or more days before the program start date, with refunds subject to a \$200 cancellation fee.

Changes:

- **14 or more days before scheduled program start date:** No Change Fee + any difference in Program Fee.
- **Less than 14 days before scheduled program start date:** \$150 Change Fee per change + any difference in Program Fee.
- No refunds will be given if the new Program Fee is less than the amount already paid.

[Please click here for IVHQ's full terms and conditions for Registration and Program Fees.](#)



Here's the small print, explained:

Registration Fee refunds and credits:

- **Cancellation 30 or more days before the earliest program start date you were registered for:** 100% refund of Registration Fee, less a \$50 processing fee.
- **Cancellation less than 30 days before the earliest program start date you were registered for:** No refund, but if the Program Fee has also been paid then a credit can be held in your name for future use on any IVHQ program, subject to availability, for 24 months from your earliest registered start date.

Program Fee refunds and credits:

- Program Fees may be retained as a credit or refunded if processed 14 or more days before the program start date, with refunds subject to a \$200 cancellation fee.

Changes:

- **14 or more days before scheduled program start date:** No Change Fee + any difference in Program Fee.
- **Less than 14 days before scheduled program start date:** \$150 Change Fee per change + any difference in Program Fee.
- No refunds will be given if the new Program Fee is less than the amount already paid.

[Please click here for IVHQ's full terms and conditions for Registration and Program Fees.](#)

