



आंकलन और कार्य निष्पादन मूल्यांकन परिषद

COUNCIL FOR ACADEMIC AND PERFORMANCE APPRAISAL

A non-govt. Organization

Refund, Transfer & Cancellation Policy

Participation Fee for various programmes, Events and Activities

Membership Fee

Sponsorship Fee

Advertisement Fee

Award Nomination Fee

Product return

- Going to associate with the **Council for Academic and Performance Appraisal (CAPA)** by paying prescribed fee means you have agreed with our present and future Privacy Policy, Terms of Services and Refund Policy, etc. with updating/changing time to time.
- Participants/ Members/ Individuals/ sponsors/ advertisers are required to pay a non-refundable/ non-transferable/ non-cancelable fee for the specific work/ association. The fee once paid will neither be refunded on any account, nor would this fee be held in reserve for future.
- If CAPA refuses a new or renewing membership, registrants will be offered a refund of renewal fee only.
- Membership renewals do not qualify for refund.
- In case of any participant found to have paid more fee than prescribed due to technical reason and on receiving the communication from the said applicant, the said extra payment, if found, shall be refunded to the same origin from which the payment is received.

Refund in case of Event Cancellation

- The Council for Academic and Performance Appraisal (CAPA) reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable.
If CAPA cancels an event, registrants will be offered a full refund of fee received for that particular event Participation Fee for various programmes, Events and Activities, Sponsorship Fee, Advertisement Fee but not Membership fee & Award nomination fee.
- If circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.

CAPA Goods Refund/Return Policy

All returns of goods and materials, e-materials purchased directly from the Council for Academic and Performance Appraisal (CAPA) require prior authorization. Shipping and handling charges are non-refundable, Returns must be authorized by the Council for Academic and Performance Appraisal (CAPA) within 30 days of the invoice date. Within thirty (30) days of purchase, we will replace, substitute or repair, at our sole discretion, any CAPA product that is deemed defective.

Products provided/sold by CAPA partners and affinity programs are subject to the return policy of the partner.

Note: Participants facing the problem of deduction of any fee amount without getting the confirmation generated form (failed registration) are required to apply again online portal within the deadline or before expiry of date. These participants/Members etc. can submit the request for refund of failed registration amount along with details separately as detailed below:

In case of any Payment Error, due to any network communication/connectivity problems, if your registration/confirmation form does not get registered and the amount of USD/INR/- has been debited from your account, the same will be refunded back to your account after the reconciliation with Bank. In such cases participants are advised to apply again and promptly inform us about the failed registration by sending a request through the Contact Us Form submission available at website <https://www.capa.org.in> by selecting "REFUND" in the subject line and following information as per details given below:

Event Name (Year)

Membership Fee (Year)

Sponsorship Fee (Year)

Advertisement Fee (Year)

Name of Participant/Member/Individual:

Registered Email A/c:

Name of Company:

Name of the Bank:

A/c Holder Name:

A/c Number:

Debit or Credit Card No.:

Transaction ID:

Transaction date:

Registration No. (if you register yourself for Event / Membership / Sponsorship / Advertisement (for the same month/Year again):

These above policies apply to all CAPA Events unless otherwise noted in the corresponding event materials. Please read all individual event information thoroughly.

Note:

Council for Academic and Performance Appraisal (CAPA) shall be under no liability whatsoever in respect of any loss or damage arising directly or indirectly out of the decline of authorization for any Transaction, on Account of the Cardholder having exceeded the preset limit mutually agreed by us with our acquiring bank from time to time.