



THE credential for fundraising professionals

In cooperation with leading philanthropic associations

CFRE INTERNATIONAL REFUND POLICY

Revised 14 June 2009

All fees for initial certification, re-examination and recertification must be paid **at the time of application** via our secure online payment system built into the application form or by check. All fees are payable in US Dollars. Cheques or money order must be payable to CFRE International.

Individuals who are current members of any of the current Participating Organisations in good standing may apply to CFRE International at the reduced fee, as a benefit of the professional association's participation with CFRE International.

Membership affiliation must be indicated on the application form and will be verified. Individuals who are not members of one of the Participating Organisations or are unaffiliated at this time must pay the non-member rate. Membership in any organisation is not a requirement for certification.

Candidates for Initial Certification who wish to withdraw an application **must submit the request in writing** and include the candidate's full name, address and signature. A refund of fees paid less the \$300 processing fee will be made.

This applies ONLY during the one (1) year validity of a candidate application for Initial Certification Applicants. If a candidate does not submit an Application for testing within one (1) year of fee submission or does not sit for the examination within one (1) year of approval, the Application expires and all fees are forfeited. NO refunds will be issued at that time.

If a candidate has already received an Authorisation to Test (ATT) Letter, a cancellation and refund will be issued only following the exam date for which the candidate applied and it is verified that the candidate did not test. ALL requests for cancellations and refunds must be in writing signed by the applicant.

Candidates for Recertification may ONLY withdraw their applications and seek a refund **BEFORE** their Application is reviewed by the CFRE International Board.

If a candidate wishes to withdraw an Application, the request must be submitted in writing and include the candidate's full name, address and signature. A full refund will be issued.

Once a Recertification Application has been reviewed, there is no opportunity to withdraw the application.



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All Candidates

Payment is seen as a contract between CFRE International and the candidate for Application review, and for testing with Initial Certification candidates. Refunds and/or requests to withdraw an Application can only be requested by the candidate. Refunds will only be issued to the candidate directly.