

CANCELLATION, EXAMINATION, AND PAYMENT POLICIES

EAPTI – Gestalt Psychotherapy Training Institute Malta (GPTIM)

Cancellation Policy

We uphold a strict cancellation policy for all activities at GPTIM, including all workshops, seminars, training courses, and examinations.

- If booking of individual sessions, workshops, seminars, or training courses is cancelled up to **48 hours** before the commencement of the event in question, **50% of the total price** of the individual session/workshop/seminar/training course is due.
- If booking of individual sessions, workshops, seminars, or training courses is cancelled up to **24 hours** before the commencement of the event in question, **the total price** of the individual session/workshop/seminar/training course is due.
- If cancellation is made **during** the individual session, workshop, seminar, or training course, the **total price** for the particular session/workshop/seminar/training course will be charged.
- If a student wishes to make up for missing hours of workshops, seminars, or training courses, the **total original price** for those hours must be paid.
- Students who join workshops, seminars, or training courses **after they have already begun** are required to pay the **full price** of the workshop, seminar, or training course. A certificate of attendance will be issued showing **only the hours actually attended**.
- If an examination is cancelled and a new date and time are requested and granted, a **fee of €60 per examination** applies.

We appreciate all reasons for cancellation; however, we will not refrain from applying the above policy.

Examination Policy

- Students are required to complete examinations as part of their course of studies.
- Examination dates are communicated to students at the beginning of the academic year in which they are enrolled.

- If a student, for any reason, requests a change of examination date, a new examiner will be appointed and the examination will be conducted against a **fee of €60 per examination**.
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Certificates / Receipts Policy

Students are responsible for maintaining accurate and up-to-date records of all activities undertaken during courses offered by EAPTI-GPTIM, including certificates and receipts for:

- Workshops
- Seminars
- Supervision
- Personal Therapy
- Client Work
- Clinical Practice

Lost or misplaced certificates or receipts will be replaced against an **administrative fee of €25**.

Programme Withdrawal and Transfer Documentation Policy

If a student decides to discontinue their current programme and wishes to continue their training or studies in another programme—either within EAPTI-GPTIM or at another institution—and requests official documentation (including, but not limited to, confirmation of attendance, completed hours, ECTS credits, syllabi, transcripts, or other academic or administrative confirmations), the following applies:

The preparation, verification, and issuance of such documentation requires substantial administrative and academic work, including the review of student records, correspondence, and validation of completed components.

For this reason, an **administrative fee of €100** is applicable for the processing and issuance of documentation related to programme withdrawal, transfer, or continuation elsewhere.

This fee is payable **in advance**, is **non-refundable**, and documentation will be issued only after:

- all outstanding financial obligations have been settled, and

- all required administrative procedures have been completed.

Late Payment Policy

Payment for any learning model made after the scheduled deadline is subject to an additional **10% surcharge** on the stated price.

Payment Terms

- Students who are already enrolled retain the fees agreed upon at the time of their enrollment. These agreed-upon fees are guaranteed until graduation.
- Fee information published on the Institute's website reflects **current rates for new students** and may differ from fees agreed upon by students enrolled in earlier years.
- Agreed fees apply only if paid **before** the academic year or workshop begins.
- Payment is requested:
 - **Two months in advance** for annual tuition fees
 - **Two weeks in advance** for workshop fees
- A **10% surcharge** applies to all late payments.

Declaration of Agreement

I confirm that I have read, understood, and agree to the **Cancellation Policy, Examination Policy, Certificates/Receipts Policy, Programme Withdrawal and Transfer Documentation Policy, Late Payment Policy, and Payment Terms** of EAPTI-GPTIM.

Name of Student / Client: _____

Signature: _____

Date: _____