



World Forest Institute

World Forest Institute 2019 Fellowship Fee Payment and Refund Policy

This document explains the payment timeline and refund policy for the WFI International Fellowship Program fee only. The WFI Fellowship Fee is paid directly to the World Forest Institute. Please note that the J-1 Visa Exchange Visitor Program fee is a separate fee and is paid to a separate entity as outlined in the *J-1 Exchange Visitor Program Fees* document.

WFI Fellowship Fee Payment

The WFI Fellowship Fee is used to apply for matching funds from the Harry A. Merlo Foundation for each of the WFI Fellows. From the combined WFI Fellowship Fee and matching funds, the World Forest Institute pays Fellows' salaries and provides full programmatic operations for the 6-month programs. The WFI Fellowship Fee will NOT be prorated for any length of time if the Fellow is delayed in his or her start of the program.

- A \$250 USD* non-refundable deposit is due within two weeks (14 days) of Applicant receiving an acceptance letter into the program. An invoice will be sent with the acceptance letter. Failure to pay this deposit within the specified timeframe will inform us that you are no longer interested in participating in the program, resulting in the World Forest Institute cancelling your acceptance into the program.
- Full payment of Applicants' portion of the Fellowship Fee is due within 30 days of Applicant receiving an acceptance letter into the program. This will also be noted in the initial invoice that you receive. Failure to make the full payment within this timeframe will inform us that you are no longer interested in participating in the program, resulting in the World Forest Institute cancelling your acceptance into the program.
- Applicants are encouraged to pay the entire Fellowship Fee within the first 14 days of acceptance to avoid additional wire transfer or other fees assessed by the individual's bank.

Refund Policy

The World Forest Institute will issue a full or partial refund in varying instances. Please read the details of each carefully.

Full Refunds

If for any reason the Applicant is denied a visa (at which time the Applicant will have already made full payment of the Fellowship Fee), the Applicant will receive a full refund of the WFI Fellowship Fee including the \$250 deposit.

Partial Refunds

- **BEFORE MARCH 1, 2019:**
 - If for any reason the Applicant cannot attend the program after making full payment of the Fellowship Fee, the Applicant will receive a refund of the total amount they paid minus the \$250 non-refundable deposit.

- **AFTER MARCH 1, 2019:**
 - If for any reason the Applicant cannot attend the program within 30 days of the program start date, the Applicant will receive a 50% partial refund of the total amount they paid.

*Bank wire fees are not included in the above amounts.