



CISV INTERNATIONAL PROGRAMME CANCELLATION AND PENALTY FEES (Valid for 2019)

Penalty amounts are based on approved CISV International fees and are, therefore, subject to change, to correspond to any approved changes to fees. See Info File C-10 for full explanation of fees. Penalty fees will be invoiced by CISV International to the relevant National or Promotional Association (NA/PA).

PART 1. WHEN A SENDING NA/PA CANCELS AN INVITATION THAT THEY HAD PREVIOUSLY ACCEPTED

Programme	Jun-Aug Programmes	Dec-Jan Programmes	Penalty	
VILLAGE Delegation or JC	Until 28 / 29 Feb	Until 31 Jul	£0	
	1 Mar – 31 Mar (delegation)	1 Aug - 15 Sep (delegation)	£718.12	
	1 Mar – 31 Mar (JC)	1 Aug - 15 Sep (JC)	£179.53	
	1 Apr & after (delegation)	16 Sep & after (delegation)	£1,436.23	
	1 Apr & after (JC)	16 Sep & after (JC)	£359.06	
INTERCHANGE Delegation (of 10)	Until 28 / 29 Feb	Until 31 Jul	£0	
	1 Mar – 31 Mar (delegation)	1 Aug - 15 Sep (delegation)	£530.19	
	1 Apr & after (delegation)	16 Sep & after (delegation)	£1,060.38	
STEP UP Delegation	Until 28 / 29 Feb	Until 31 Jul	£0	
	1 Mar – 31 Mar (delegation)	1 Aug - 15 Sep (delegation)	£589.88	
	1 Apr & after (delegation)	16 Sep & after (delegation)	£1,179.76	
SEMINAR CAMP Participant	Until 28 / 29 Feb	Until 31 Jul	£0	
	1 Mar & after	1 Aug & after	£269.29	
IPP Participant	Until 28 / 29 Feb	Until 31 Jul	£0	
For a 14 -18-day IPP	1 Mar – 31 Mar	1 Aug - 15 Sep	£56.03	
For a 19 – 23-day IPP	1 Mar – 31 Mar	1 Aug - 15 Sep	£73.54	
For a 14 -18-day IPP	1 Apr & after	16 Sep & after	£112.06	
For a 19 – 23-day IPP	1 Apr & after	16 Sep & after	£147.08	
YOUTH MEETINGS Delegation or Participant	Mar-Apr Until 15 December	Jun-Aug Until 28/29 February	Dec-Jan Until 31 July	Penalty £0
For a 8-day Youth Meeting	16 Dec – 15 Jan (delegation)	1 Mar – 31 Mar	1 Aug - 15 Sep	£307.76
For a 15-day Youth Meeting	16 Dec – 15 Jan (delegation)	1 Mar – 31 Mar	1 Aug - 15 Sep	£577.06
For an 8-day Youth Meeting	16 Dec – 15 Jan (Individual participant)	1 Mar – 31 Mar	1 Aug - 15 Sep	£51.29
For a 15-day Youth Meeting	16 Dec – 15 Jan (Individual participant)	1 Mar – 31 Mar	1 Aug - 15 Sep	£96.17
For an 8-day Youth Meeting	16 Jan & after (delegation)	1 Apr & after	16 Sep & after	£615.53
For a 15-day Youth Meeting	16 Jan & after (delegation)	1 Apr & after	16 Sep & after	£1,154.11
For an 8-day Youth Meeting	16 Jan & after (Individual participant)	1 Apr & after	16 Sep & after	£102.59
For a 15-day Youth Meeting	16 Jan & after (Individual participant)	1 Apr & after	16 Sep & after	£192.35

Note re the above: In cases of force majeure only a £25 administrative fee will be charged. As a general guideline, a force majeure cancellation is taken to mean a cancellation for reasons outside of the person's control (e.g. the person is unable to attend due to a medical condition that has just arisen). In all cases of force majeure, the sending NA must notify the International Office as soon as the situation arises.

PART 2. WHEN A HOST NA CHANGES DATES OR CANCELS A PROGRAMME

VILLAGE, STEP UP, SEMINAR CAMP & IPP	Jun-Aug Programmes	Penalty	Dec-Jan Programmes	Penalty
Host NA date change	16 Nov – 15 Jan	£250	16 Nov – 15 Jan	£50
Host NA date change	16 Jan & after	£500	16 Jan – 31 Jul	£250
Host NA date change			1 Aug & after	£500
Host NA cancels prog.	2 Jun – 15 Sep	£50	2 Jun – 15 Sep	£25
Host NA cancels prog.	16 Sep – 15 Jan	£500	16 Sep – 15 Jan	£200
Host NA cancels prog.	16 Jan & after	£750	16 Jan – 31 Jul	£500
Host NA cancels prog.			1 Aug & after	£750

YOUTH MEETING	Mar-Apr	Penalty	Jun-Aug	Penalty	Dec-Jan	Penalty
Host NA date change	16 Sep – 15 Dec	£250	16 Nov – 15 Jan	£250	16 Nov – 15 Jan	£50
Host NA date change	16 Dec & after	£500	16 Jan & after	£500	16 Jan – 31 Jul	£250
Host NA date change					1 Aug & after	£500
Host NA cancels prog.	2 Jun – 15 Sep	£100	2 Jun – 15 Sep	£50	2 Jun – 15 Sep	£25
Host NA cancels prog.	16 Sep – 15 Dec	£500	16 Sep – 15 Jan	£500	16 Sep – 15 Jan	£200
Host NA cancels prog.	16 Dec & after	£750	16 Jan & after	£750	16 Jan – 31 Jul	£500
Host NA cancels prog.					1 Aug & after	£750

Note: Penalties for cancelling programmes will not be charged if the cancellation is decided by the CISV International and relates to reasons beyond the NA's control. The following changes will be treated as cancellations by the host NA: programme season, participant age group, or the duration of the programme.

PART 3. HOST FEES AND PENALTIES (All Programmes except Interchange)

Host NAs have to be able to budget for numbers of participants or delegations. When a participant cancels too close to the time of the programme, it is important that the host NA not lose the host fee that they would have received for that participant or delegations. Therefore, when a cancellation (for reasons other than *force majeure*) is made within 2 months of the programme and no one else accepts the invitation, 100% of the host fee amount will be given to the host NA. If the cancellation is before that date, the host fee amount will not be given to the host NA. Rather than have to calculate 2 months prior for every programme, there are set deadlines so that dates are clear for everyone.

For Mar-Apr Youth Meetings	For Jun - Aug Programmes	For Dec - Jan Programmes
31 December	31 March	30 September
As of these dates, when a participant or delegation cancellation penalty is charged, 100% of the host fee amount will be remitted to the host NA, unless someone else takes the invitation. This does not apply to cases of <i>force majeure</i> , where no penalty is charged.		

PART 4. REIMBURSEMENT TO NAs AFTER CANCELLATIONS OR DATE CHANGES BY THE HOST NA

When the IO is notified after these dates of:

For Mar-Apr Programmes	For Jun - Aug Programmes	For Dec - Jan Programmes
31 January	1 March	30 September

- the cancellation of the programme or the change of programme dates by the host or either NA in the case of Interchange)

And,

- where the participants' transportation tickets cannot be changed or refunded without cost, or
- in the case of Interchange, the host NA has incurred documented expenses in anticipation of hosting the Interchange (e.g. mini-camp),

then (unless some other reimbursement provision applies) the cancelling nation shall cover the extra cost of participants changing or cancelling their tickets (economy class) up to a limit of £400 per participant (leaders and youth), or costs incurred to host an Interchange, such as mini-camp.

The process is to be dealt with between the NAs involved. However, any disputes are to be settled by the International Resources and Infrastructure Committee member appointed to do so.

PART 5. ADDITIONAL PENALTY FEES

Programme Directors Planning and Evaluation Form (PDPEF)

The failure by programme staff or Local/National Interchange Coordinators to submit the complete PDPEF by the end of the automatic sanction notice period will result in a penalty fee for the host NA.

Programme season	Mar-Apr	Penalty	Jun-Aug	Penalty	Dec-Jan	Penalty
End of sanction notice period	16 May & after	£100	1 October & after	£100	16 March & after	£100