

# Payments & Refunds

**PURPOSE:** This policy governs the refunds process and will address matters arising out of situations that may require processing of refunds.

SCOPE: The policy encompasses employees, Organizations, and candidates that are in theecosystem of

requesting and/or processing refunds.

This policy does not cover situations where refunds are not approved or authorized by Movidu management.

# A. Microsoft Examination:

Scope: The fees that we charge from the organization is only for providing Microsoft certification vouchers.

### B. FEES

There are two components to Microsoft Exam fees:

- Microsoft certification vouchers
- Online Training for Microsoft Exam.

# C. Refund/Return policy for Microsoft Exam, online Training for Microsoft Exam

Fees once paid for certification vouchers, training programs, online courses is nonrefundable. Refund/Return can only be initiated in some special cases and must be requested within 7 days from the date of purchase. Such refunds will be processed after deduction of necessary taxes, handling charges, out of pocket and administrative expenses.

Refunds/Returns are at the sole discretion of Movidu only.

Products provided and/or sold by Movidu, resellers or otherwise affiliated parties are subject to the return policy of the product owned by the respective third party.

# D. CANCELLATION POLICY FOR MICROSOFT EXAM VOUCHERS.

Orders placed online through Movidu website once processed cannot be cancelled.