

## COMMISSION 2024 DELEGATES FEE POLICY

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### 1. Registration Fee

- **Non-Refundable and Non-Transferable:** The registration fee of Ksh. 1,000 is non-refundable and non-transferable to a registered delegate. It may only be transferred to a new delegate who registers at the beginning of the conference.
- **Transfer Procedure:** To transfer the registration fee, the original payer must submit a formal written request to the respective FOCUS staff. The FOCUS staff will process the transfer in the system.

### 2. Amount Above the Registration Fee

- **Transfer to Another Delegate:** Any amount paid above the registration fee can be transferred to another delegate. The transfer requires a formal written request from the original payer to the respective FOCUS staff.
- **Refund Request:** If the delegate does not attend the conference and chooses not to transfer the amount, a refund request can be lodged within 30 days after the conference. If no refund request is received within this period, the amount will be deemed unclaimed and transferred to the commission restricted fund.

### 3. Amounts Above the Full Delegate Fee

- **Transfer to Another Delegate:** Amounts paid above the delegate fee can be transferred to any delegate upon the original payer's request.
- **Transfer to subsequent conferences:** If there will be a conference in the following year, this amount can be transferred to the delegate's account before the audit process.
- **Refund Conditions:** Refunds can be claimed under the following conditions:
  - **Erroneous Payment:** If the amount was paid in error. Proof must be provided.
  - **Insufficient Support Raising:** If the amount was not fully raised through support raising and is therefore deemed as sponsorship.
  - **Fare Back:** If the delegate does not have fare back, the refund will be equivalent to the fare amount required to return them to their destination. Claims should be supported by receipts related to the conference, where possible.

### 4. Sponsorships

- **Eligibility for Scholarships:** Monies raised for scholarships will only be awarded to CU delegates who have paid the registration fee.
- **Transfer of Scholarship:** If a delegate who has completed the delegate fee is eligible for a scholarship but does not require it, the scholarship will be transferred to another delegate in need of support.

### 5. Credit notes

In case a delegate comes to conference without full fee, a credit note will be given and guaranteed by the leader of the respective CU, Church or organization. The amount **MUST be cleared within 2 weeks after the conference either by the individual, failure to which the amount will be invoiced and paid by respective body (Guarantor)**. In case of CU delegates with amounts less than Ksh. 1,000, the amounts can be cleared with the scholarship monies subject to a request and availability and the same communicated to the delegate.

**Note:** All requests for transfers or refunds must be formally submitted in writing to the respective FOCUS staff within the specified time frames. Failure to adhere to these policies may result in forfeiture of the amounts involved.