

# IIBA MEMBERSHIP DUES REFUND POLICY

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If any member requests a refund for his/her membership fees to the IIBA (International Institute for Bioenergetic Analysis), such a request must be made in writing to the IIBA Headquarters via surface mail or e-mail to:

IIBA - International Institute for Bioenergetic Analysis  
C/ Berguedà, 21 2º 5ª  
08029 Barcelona (Spain)  
iiba.spain@bioenergeticanalysis.com

## **Refund requests will be filled as follows:**

If an individual requests to terminate his/her membership prior to his/her payment, then IIBA will simply not process the membership renewal. The applicant will forfeit no money.

If an individual request a refund after his/her membership application has been processed but prior to receiving membership approval and materials, that person will receive a refund of his/her membership fees minus a 25,00 EUR / USD 25.00 processing fee. A transaction fee may be withheld on any refund to cover the bank charges (amount to be confirmed).

No refunds will be given after membership materials have been distributed to an individual.

No refunds will be given if a request is made more than 30 days after the payment of membership has been processed.

If an affiliated local society pays membership fees on behalf of an individual, the affiliated local society will under no circumstances receive a refund unless the individual requests that her or his membership be terminated and a refund issued. Such a request must meet all requirements listed above.

**Approved by the IIBA Board of Trustees March 6, 2019 (Lisbon)**