

**ICMA REGISTRATION FORM – 2026**

COURSE DETAILS	
Course Name:	
Study method:	
Start date:	
PERSONAL DETAILS	
Title:	
Delegate name:	
Delegate email:	
Department:	
Role Type:	
COMPANY DETAILS	
Company name:	
Organisation address:	
Invoicing address (if different from above):	
Payment method:	Credit Card / Invoice (delete one)
VAT number: (if required)	
Purchase order number: (if required)	
ICMA Member: (please delete any that <u>do not</u> apply)	YES / NO
DECLARATION	
I accept the ICMA Terms & Conditions* (please delete any that <u>do not</u> apply)	YES / NO

\* ICMA Terms & Conditions available on following page

## **ICMA Terms and Conditions**

### **1.1.**

I understand that my reservation for the course shall be accepted and confirmed if ICMA sends me a respective confirmation in writing (including via email or automated confirmation system) within 3 business days from receipt of registration and that my confirmed registration constitutes a binding commitment to pay the applicable course fee in accordance with these Terms and Conditions. I also understand that if ICMA does not send me such confirmation within the specified period my reservation could not be considered.

### **1.2.**

Unless otherwise agreed in writing (such as under a bundle payment plan), payment of course fees are due within 30 days of registration confirmation or no later than 3 calendar days before the course start date, whichever is earlier.

Failure to pay by the due date does not release the delegate from liability for the full course fee unless cancellation is validly submitted in accordance with Clause 1.3.

### **1.3.**

I agree that ICMA shall have the right to cancel courses and workshops at its own discretion for any reason (including e.g. if a sufficient minimum number of participants is not reached before the start date of the relevant course). In the event of such cancellation, any payment towards the course fee will be refunded to me in full. I agree that ICMA shall not be liable for any expenses incurred by me, my employer, or anyone else on my behalf, due to the cancellation.

For the avoidance of doubt, the above cancellation fees apply only to classroom-based courses. Registrations for online and livestreamed courses are non-refundable and non-transferable. Accordingly, the cancellation schedule in this Clause 1.3 does not apply to online or livestreamed courses, and delegates remain liable for the full course fee once ICMA has issued a confirmation of registration for such courses.

### **1.4.**

In the case that I want to cancel my reservation for this course I shall notify ICMA (attention Education Team) in writing without delay. I agree to the following cancellation fees being applied by ICMA based on the date of cancellation, regardless of whether payment has yet been made:

- until the 30th calendar day before the start date of the relevant course = 10%
- from the 29th calendar day to the 15th calendar day before the start date of the relevant course = 50%
- from the 14th calendar day to the last calendar day before the start date of the relevant course = 75%
- on or after the start date of the relevant course = 100%

I understand that by registering and receiving confirmation from ICMA, I acknowledge and accept that I am entering into a binding agreement with ICMA and I become contractually liable for these cancellation fees. If I have not paid the course fee at the time of cancellation, I agree to pay the applicable cancellation fee upon demand. If I cancel my reservation and have made part or full payment for the course, I agree any refund will only be processed after the completion of the relevant course and after the return of any course material already provided. Any such material must be returned undamaged and at your own expense.

#### 1.5. Payment Structure

Delegates purchasing multiple courses as part of a bundled package (excluding the 12-month online self-study package) may opt for a flexible payment plan. The specific terms, including instalment amounts and due dates, will be agreed upon at the time of purchase. For the avoidance of doubt, delegates purchasing the 12-month online self-study package must pay the full amount before being provided access to the learning platform.

#### 1.6. Withdrawal & Payment Obligations

- a. If a delegate withdraws before completing all courses in the diploma or ICMA-Certified bundles, they remain responsible for either:
  - i. The full cost of the individual course(s) they have completed, based on the standalone course rate rather than the discounted bundle rate; or
  - ii. The remaining balance of the total bundle price, whichever is lower.
- b. No refunds, credits, or reductions will be provided for incomplete courses. Upon withdrawal, access to any remaining courses will be revoked unless the bundle price has been paid in full.

#### 1.7. Default on Instalments

- a. Failure to make payments as per the agreed instalment schedule may result in immediate suspension of access to courses until payment is brought up to date.
- b. Continued non-payment may result in cancellation of enrolment, with the delegate remaining liable for payments as outlined in Clause 2.

#### 1.8.

I agree that if I fail to attend or complete this course without submitting a valid cancellation in accordance with Clause 1.3, I will remain fully liable for the course fee. If I have not yet paid, I agree to pay the full course fee upon demand.

1.9.

Delegates must register before the course in order to be allowed to join the course. I understand that registrations for online and livestreamed courses are non-transferable and non-refundable. I understand that substitutions can be made for classroom-based courses (if available) subject to the condition that ICMA (attention Education Team) is notified accordingly in writing and provided with the details of the substitute (see 1.1 above) not later than 48 hours before the relevant course commences. I agree that in the event there is a difference in price between the online or livestreamed course and the classroom-based course, I will be responsible for payment of this difference in price.

1.10.

I agree that ICMA and its affiliate entities may retain the information supplied on this form on a database and use it for the purpose of course and event administration. I also agree to my name being included in a class list which may be distributed at the course in hard copy or to other registered delegates in electronic form.

I am aware that if I wish to have my name excluded from any class list so it is inaccessible to delegates registered on the same course or cohort, I can contact ICMA at [education@icmagroup.org](mailto:education@icmagroup.org) to request this.

1.11.

I understand and accept that livestreamed courses in which I am participating may be recorded by ICMA. If a livestreamed course is recorded, this means that its audio or audio-visual parts will be recorded and then stored on ICMA's Learning Management System. They will be made available through ICMA's Learning Management System for access by those registered in the same course solely for their personal, individual educational use and by course administrators for review. The recorded material will be removed from the platform following completion of the course. I understand that no other recording or relaying of education courses or any of their sessions is permitted. Finally, I understand that the sharing, altering, or distorting of any audio or audio-visual capture of an education course or any of its sessions is prohibited.

I understand that, if for any reason I do not wish ICMA to record my image or voice, I am requested to let ICMA know by email to [education@icmagroup.org](mailto:education@icmagroup.org).

1.12.

I understand that the course fees do not include taxes, duties or similar governmental charges of any nature, including value added tax, sales, use or withholding taxes, imposed or levied in any jurisdiction whatsoever ("Taxes") that may be associated with the course fees. I agree to be responsible for paying all Taxes that may be associated with the course fees.

If applicable:

Course materials will be provided to delegates (where necessary) in electronic format prior to the start of programme. Please ensure that you have these with you during the course as hard copies of course materials are not provided. Where specified, delegates are required to bring any additional equipment (for example, a bond calculator) at their own expense.

1.13.

I understand that all present and future Intellectual Property Rights in and relating to any course, including the text, graphics, illustrations, images (still or moving), design, music and video and/or sound recordings forming part of the course materials, presented or played back, or the speeches given by trainers at classroom courses or online livestreamed courses, are and shall remain owned by ICMA or its licensors, as applicable.

Other than as specified below, the course materials are supplied for informational and for personal, individual educational use only and not for any other use. Any commercial use, copying, distribution, reproduction, transmission, publication, posting or storing in any retrieval system of the whole or any part of the course materials is strictly prohibited without the express prior written consent of ICMA.

I understand that ICMA grants a limited, personal, non-transferable, non-sublicensable, non-exclusive licence to use the course materials content for the sole purpose of completing such course. All rights not granted by ICMA are reserved.

I agree that I am not authorised to and shall not:

- modify, copy, reproduce, duplicate, republish, assign, sub-license, sell, upload, broadcast, post, transmit, make available, disseminate or distribute any of the course materials or any information or other proprietary technology provided by ICMA, its licensors, or any third-party service provider save as explicitly stated in these terms and conditions;
- record (video or sound) or relay (by video telephone or any other means) all or any part of a classroom course, an online livestreamed course or an online self-study course;
- use any of the course materials for the purpose of delivering learning courses or training;
- remove or modify any copyright notices, proprietary markings or restrictive legends on any course materials;
- modify, adapt, merge, translate, disassemble, decompile, recompile or reverse engineer any software or other proprietary technology forming part of or enabling access to or the use of any course which is provided, in full or in part, in electronic form (including online) or create derivative works based on the whole or any part, or which incorporate, the course which is provided, in full or in part, in electronic form (including online) into any software program provided by ICMA, its licensors, or any third party service provider.

1.14.

I acknowledge that any personal data, such as my name, address, credit card details or e-mail address, will only be stored for legitimate ICMA business uses and in accordance with applicable data protection law.

I consent to the inclusion of my name on the public list for Certificate and Diploma Holders on ICMA's website upon the successful completion of the exam. I acknowledge that I retain the right to opt out by providing written notice to [education@icmagroup.org](mailto:education@icmagroup.org) clearly expressing the intention to be excluded from the public list.

At ICMA, we respect your privacy and seek to protect your personal data. More information about how we gather and use data is available in our Privacy Policy available at <https://www.icmagroup.org/privacy-policy/>

#### 1.15. Online Course Access

For online self-study courses, access to the course materials is provided for a period of six (6) months from the date of registration confirmation. Any examination associated with the course must be booked and completed within this same six-month period. Upon expiry of the six-month period, access to the course materials will end and any unused examination entitlement will automatically lapse, without refund or credit, unless otherwise agreed in writing by ICMA.

#### 1.16. Missed or Late Exam Cancellations

If you register for an exam and:

- (i) do not attempt to connect during your scheduled exam session;
  - (ii) do not show up to take the exam during your scheduled exam session;
  - (iii) are unable to successfully complete the exam due to any technical issue unrelated to the Service;
- or

(iv) cancel your scheduled exam session within 24 hours of the start time of that session (each a “Late Cancellation”), you will be liable for the full proctoring fee. ICMA will pass this fee on to you in such circumstances.

The exam invigilator’s login audit and cancellation tracking system will be the sole source used to determine Late Cancellations. A session is defined as fulfilled if you complete all launch steps and the proctor grants access to the assessment.

## **ICMA Code of Conduct for Event Participants**

The International Capital Market Association (“ICMA”) is steadfast in their commitment to fostering a positive, inclusive, and discrimination-free environment at all ICMA convened conferences, meetings, and other events (“Events”). ICMA is dedicated to ensuring that every Participant is treated with dignity and respect, creating a space where collaboration and engagement can thrive.

This Event Code of Conduct (“Code”) applies to all individuals attending or participating in ICMA-sponsored Events, including members, non-members, employees, speakers, sponsors, vendors, and other guests (“Participants”). The Code governs all Participants’ personal conduct at any location convened by or associated with an ICMA Event, including but not limited to all venues, hotels, office or other meeting rooms, and off-site social gatherings.

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### **I. Prohibited Conduct**

To maintain a safe and respectful environment, ICMA explicitly prohibits behaviour or conduct that could harm or demean others. Harassment and discrimination based on attributes such as race, gender, sexual orientation, religion, age, disability (perceived or actual), or any legally protected characteristic are not acceptable and not tolerated.

Examples of prohibited conduct include:

- Offensive jokes, sexist, racist or other derogatory comments, or discriminatory slurs.
- Unwelcome advances, whether verbal or physical.
- Intimidation, stalking (online or in person), or threatening behaviour.
- Displaying or sharing sexually explicit or inappropriate images.
- Disruptive or inappropriate conduct resulting from excessive alcohol use.
- Recording or photography that is unwanted or inappropriate, especially where it invades privacy or contravenes confidentiality.

Participants are expected to report any instances of such behaviour promptly to ICMA staff.

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### **II. Expectations for Participants**

All Participants are expected to conduct themselves in a manner that contributes to a positive and professional atmosphere. This includes:

- Acting respectfully toward others, regardless of their role or background.
- Complying with venue rules and ICMA policies.
- Following local laws and regulations in the country where the Event is held.
- Reporting concerns about conduct that may violate this Code.

Participants should also respect confidentiality in sessions designated as private or governed by the “Chatham House Rule.”

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### **III. Agreement to Terms**

By attending an ICMA Event, Participants agree to adhere to this Code and related terms.

Specifically, Participants consent to:

- The use of personal data in accordance with ICMA's privacy policy.
- Being photographed or recorded during the Event, with such media potentially used for promotional purposes.
- Complying with all directions from ICMA staff or Event organizers, including wearing required identification, such as name badges.

ICMA retains the sole discretion to determine access to and participation in its Events, including the right to deny entry or request removal of any individual without refund.

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### **IV. Reporting and Investigations**

ICMA encourages Participants to report any violations of this Code to a staff member on-site or as soon as possible after the Event. Reports may be submitted anonymously, though anonymity may limit the ability to investigate or address the issue.

All reports will be handled with discretion and confidentiality to the extent possible. ICMA will act promptly to investigate concerns and take appropriate action. Participants are expected to cooperate fully and honestly with any investigations, including waiving anonymity if necessary to resolve the issue.

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### **V. Consequences of Violations**

Violations of this Code may result in immediate removal from the Event without refund, disqualification from attending future ICMA Events, or other measures deemed appropriate by ICMA. Decisions regarding consequences are at ICMA's sole discretion.

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### **VI. Commitment Against Retaliation**

ICMA strictly prohibits any form of retaliation against individuals who report violations of this Code in good faith or who participate in investigations. Ensuring a safe, inclusive, and respectful environment is a top priority for ICMA, and all concerns are taken seriously.

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### **VII. Copyright and Use of Materials**

Materials provided at ICMA Events are protected by copyright and may not be reproduced or distributed without explicit permission. Participants are expected to honour these restrictions to preserve the integrity of ICMA's intellectual property.