



## TERMS AND CONDITIONS OF PAYMENT FOR THE INTERNATIONAL STAFF TRAINING WEEK

### 1. Mandatory Participation Fee

All participants selected for the International Staff Training Week, organised by the International Relations Office at the University of Málaga (UMA), are required to pay a **mandatory participation fee of €250**. This fee is essential to confirm and secure each participant's place in the program. It covers administrative costs, logistical arrangements, and services directly related to the official activities of the event.

### 2. Payment Procedure and Platform

The participation fee must be completed **exclusively through UMA's official online payment platform: <https://tpv.uma.es/>**. This is the only accepted method of payment, as indicated on the UMA International Hub website. Payments made through any other means or platforms will not be recognised. Participants are advised to verify all information carefully before completing the transaction to avoid errors or delays.

### 3. Confirmation of Participation

Payment of the participation fee constitutes **formal confirmation of participation** in the International Staff Training Week. Only once the full payment is successfully completed will the participant's place be officially confirmed. Partial or incomplete payments will not be considered valid.

### 4. Non-Refundable Policy

All payments are **strictly non-refundable**. Once completed, no refunds will be issued under any circumstances, including cancellation, withdrawal, or inability to attend due to personal, professional, or health-related reasons. This policy ensures proper planning, budgeting, and allocation of resources for the program. Participants are strongly advised to make payment only after confirming their full availability and commitment to attend.

### 5. Acknowledgement and Acceptance of Terms

By making the payment, participants acknowledge that they have read, understood, and accepted these Terms and Conditions of Payment. Payment confirms agreement with the non-refundable policy and compliance with all administrative and organisational procedures established by the University of Málaga.

### 6. Individual Participation

The participation fee applies **solely and exclusively to the selected participant**. It does not cover or authorise attendance by accompanying persons, family members, interpreters, or any individuals who have not been officially selected or approved to participate in the International Staff Training Week. The payment is intended for one individual participant only.