

Institute of Chartered Accountants of Jamaica
Refund/Cancellation Policy

Thank you for opting to use our online payment facility. Please take note of the following terms relating to Refund/Cancellation Policy before proceeding with your online transaction.

Payments made in the form of subscriptions or event fees will be reimbursed with no cancellation fee, provided that a documented request is received by the Institute at least two (2) working days prior to an event, deadline date or for any transaction of a similar nature. Please note that a cancellation fee equivalent to 5% of dollar amount paid will be deducted for requests received outside of this two (2) day window.

Request for reimbursement may be made by way of email, written letter or fax, and should be addressed to the “Executive Director, Institute of Chartered Accountants of Jamaica, 8 Ruthven Road, Kingston 10, Jamaica, W.I.”. Requests for reimbursement should contain the following information: Full contact information for the proposed reimbursement, date of original payment, amount paid, mode of payment, and description of subscription or event paid for.

Once your reimbursement is approved, having paid electronically, refund will be disbursed electronically within twelve (12) business days after a formal request of refund has been made. Payments made by cheque or any other non-electronic means will be refunded within twelve (12) business days after a formal request for reimbursement is made.

*Executive Director
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Kingston 10
Telephone: 876-929-5869, Fax: 929-9416
OR
Email: executivedirector@icaj.org*

