



DISCOVER WHAT
IT CAN DO FOR YOU

School for Thinktankers 2025

Payment Policy

This document serves as a comprehensive payment guide for all those accepted to the School for Thinktankers 2025. Below, you will find detailed instructions and information regarding payment methods, deadlines, and any additional requirements.

We encourage you to read this document carefully to ensure a smooth and hassle-free registration experience. We look forward to welcoming you to the School for Thinktankers 2025 and supporting your professional growth and development.

CONTENTS

1. Payment categories.....	2
2. Payment dates	2
3. Payment instructions & details	3
4. Refund Policy.....	4
5. Avoid scams	4
6. Annex.....	5

1. Payment categories

The standard fee for the School for Thinktankers 2025 is 1,900 EUR. We offer a partial scholarship for participants from selected countries (a fee of EUR 1,500) to enable and encourage participation from across the world. Additionally, we offer an early bird 5% discount to participants who apply by September 13 and complete their payments before October 14 (please refer to the payment dates section).

Please refer to [this list of countries](#) to determine which category applies to you (also see the Annex). It is important to note that the fee covers the comprehensive course curriculum, exclusive access to learning materials, a networking event, visits to local institutions, coffee breaks, a light lunch every day of the programme, and a certificate of participation. **The fee does not include breakfast, accommodation or travel costs.** Participants are responsible for arranging and covering these costs ([view our recommended accommodation options](#)).

Please note that if you are being sponsored by an organisation, the fee category will be based on the country where the organisation is located or registered. OTT will conduct a case by case review to determine your fee status.

2. Payment dates

Please note the following payment dates based on your visa status and the application process.

- For early bird applicants, the **School application deadline is September 13.**
- For applicants requiring a visa to enter Spain, the **School application deadline is November 18 and the payment deadline is December 5.**
- For applicants who do not require a visa, the **application deadline is January 7 and the payment deadline is January 13.**

Please note that OTT will be closed from 23 December to 5 January. During this period, the team will not be able to respond to payment-related queries. Please coordinate with the team regarding your payments to ensure that they are processed on time.

We urge all participants to adhere to the application and payment dates to secure their place in the programme and make the necessary arrangements. While the deadline dates will remain unchanged, we encourage you to submit your application and process your

OTT Consulting

payments earlier than the deadline dates to help you prepare for the course. Failure to meet these deadlines may result in the forfeiture of your enrolment.

3. Payment instructions & details

To complete the payment process, please follow the instructions given below.

1. First, initiate a bank transfer to OTT Consulting using the following bank details. OTT's Accounting Officer, Pedro Aviña (pavina@onthinktanks.org) will issue an invoice for you to process your payment. Please get in touch with Pedro if you do not receive your invoice one week after receiving an acceptance confirmation email.

International transfers:

Beneficiary: OTT CONSULTING LTD

IBAN: GB65 REVO 0099 6912 6302 30

BIC: REVOGB21

Beneficiary address: BN1 6SB, 2nd Floor Stanford Gate, South Road, Brighton, United Kingdom.

Bank: Revolut

Bank address: Revolut LTD, Level 39, 1 Canada Square, E14 5AB, London, United Kingdom.

Domestic transfers (from the UK):

Beneficiary: OTT CONSULTING LTD

Account number: 62503723

Sort code: 04-00-75

Beneficiary address: BN1 6SB, 2nd Floor Stanford Gate, South Road, Brighton, United Kingdom.

Bank: Revolut

2. After initiating the transfer, it is important to email a **proof of payment** to Pedro at pavina@onthinktanks.org. Upon receiving your email, Pedro will confirm the receipt of your payment within one week. This confirmation will serve as a verification of your successful payment and will finalise your enrolment in the School for Thinktankers 2025. Should you encounter any issues or have further questions regarding the payment process, please do not hesitate to reach out OTT's Research and Learning Officer, Camila Ulloa, at culloa@onthinktanks.org for assistance.

4. Refund Policy

We understand that circumstances may arise that require the cancellation of your enrolment in the School for Thinktankers 2025. Please take a moment to review our refund policy outlined below, which also applies to participants applying for a visa. We encourage participants to consider visa application timelines carefully. In certain situations, such as visa rejection, we will explore the option of deferring your application to the following year.

- **Cancellation before December 31:** If you choose to cancel your enrolment before 31 December, you will be eligible for a partial refund. Specifically, 80% of the paid amount will be refunded to you. Kindly note that the remaining 20% will be retained to cover administrative costs incurred.
- **Cancellation after December 31:** If you choose to cancel your enrolment after December 31, but before January 13, a partial refund is still possible. In this case, 50% of the paid amount will be refunded to you. The remaining 50% will be retained to cover administrative costs.
- **Cancellation on or after January 13:** Please note that if you choose to cancel your enrolment on or after January 13 no refund will be possible. We kindly request that you consider this policy and make your decision accordingly.

To initiate the cancellation process and request a refund, please contact OTT's Research and Learning Officer, Camila Ulloa, at culloa@onthinktanks.org with copy to Estefania Teran Valdez, Director of On Think Tanks, in copy (eteran@onthinktanks.org). Camila will guide you through the necessary steps and request any additional information required.

We recommend that you carefully consider your commitment to the programme before submitting your application and payment. Should you have further questions or require clarification regarding our refund policy, please do not hesitate to reach out to Camila Ulloa.

5. Avoid scams

We would like to take this opportunity to remind all participants to **remain vigilant against online payment scams and to exercise caution when conducting financial transactions**. Please ensure that you carefully verify the authenticity of any email addresses or payment requests you receive related to the School for Thinktankers. The official email for payment-related communication will only come from OTT's Accounting Officer, Pedro Aviña (pavina@onthinktanks.org). Please double-check the sender's email address and cross-reference it with the contact information provided in the official documents.

Furthermore, we strongly advise against sending payments to any bank accounts or payment methods other than those explicitly mentioned in the official payment instructions included in this document. OTT Consulting will not be held responsible for any losses incurred due to payments made to unauthorised accounts or individuals.

Your financial security is of utmost importance to us, and we are committed to ensuring a safe and reliable payment process. If you encounter any suspicious activity or have concerns regarding payment instructions, please immediately notify Camila Ulloa for assistance and clarification. Together, we can create a secure environment for all participants of the School for Thinktankers 2025.

6. Annex

Participant fee categories by region and country

The standard fee for the School for Thinktankers 2025 is EUR 1,900. However, we offer a partial scholarship (fee of EUR 1,500) for participants from selected countries to enable and encourage participation from across the world. Early bird applicants are eligible for a 5% discount.

To determine your School fee, please refer to the following tables to identify whether your country falls under Group A (standard fee) or Group B (fee with partial scholarship). Kindly note down the applicable fee for your country. Please note that if you are being sponsored by an organisation, the fee category will be based on the country where the organisation is located (for example, if you are based in Nepal but your sponsor organisation is in the UK, then the sponsor will be required to pay the standard fee to confirm your participation).

If your country or territory is not in the following lists, please write to us: school@onthinktanks.org

Group A – Standard course fee		
Region	Country	
Asia	Bahrain	Oman
	Brunei	Qatar
	China	Saudi Arabia

—
OTT Consulting

	<p>Hong Kong</p> <p>Israel</p> <p>Japan</p> <p>Kuwait</p> <p>Malaysia</p>	<p>Singapore</p> <p>South Korea</p> <p>Taiwan</p> <p>United Arab Emirates</p>
Europe	<p>Andorra</p> <p>Austria</p> <p>Belarus</p> <p>Belgium</p> <p>Cyprus (transcontinental)</p> <p>Czech Republic</p> <p>Denmark</p> <p>Estonia</p> <p>Finland</p> <p>France</p> <p>Germany</p> <p>Gibraltar</p> <p>Holy See</p> <p>Hungary</p>	<p>Liechtenstein</p> <p>Lithuania</p> <p>Luxembourg</p> <p>Malta</p> <p>Monaco</p> <p>Netherlands</p> <p>Norway</p> <p>Poland</p> <p>Portugal</p> <p>Russia (transcontinental)</p> <p>San Marino</p> <p>Slovakia</p> <p>Spain</p> <p>Sweden</p>

—
OTT Consulting

	Iceland Ireland Italy Latvia	Switzerland United Kingdom
North America	USA Canada	
Oceania	Australia New Zealand	

Group B – Course fee with partial scholarship	
Region	Country

OTT Consulting

Africa	Algeria	Libya
	Angola	Madagascar
	Benin	Malawi
	Botswana	Mali
	Burkina Faso	Mauritania
	Burundi	Mauritius
	Cabo Verde/Cape Verde	Morocco
	Cameroon	Mozambique
	Central African Republic	Namibia
	Chad	Niger
	Congo	Nigeria
	Comoros	Rwanda
	Djibouti	Sao Tome and Principe
	Egypt	Senegal
	Equatorial Guinea	Seychelles
	Eritrea	Sierra Leone
	Eswatini (formerly Swaziland)	Somalia
	Ethiopia	South Africa
	Gabon	South Sudan
	Gambia	Sudan

—
OTT Consulting

	<p>Ghana</p> <p>Guinea</p> <p>Guinea-Bissau</p> <p>Ivory Coast/Republic of Côte d'Ivoire</p> <p>Kenya</p> <p>Lesotho</p> <p>Liberia</p>	<p>Tanzania</p> <p>Togo</p> <p>Tunisia</p> <p>Uganda</p> <p>Zambia</p> <p>Zimbabwe</p>
Asia	<p>Afghanistan</p> <p>Bangladesh</p> <p>Bhutan</p> <p>British Indian Ocean Territory (UK territory)</p> <p>Cambodia</p> <p>India</p> <p>Indonesia</p> <p>Iran</p>	<p>Maldives</p> <p>Mongolia</p> <p>Myanmar</p> <p>Nepal</p> <p>Pakistan</p> <p>Palestine</p> <p>Philippines</p> <p>Sri Lanka</p>

—
OTT Consulting

	<p>Iraq</p> <p>Japan</p> <p>Jordan</p> <p>Kazakhstan (transcontinental)</p> <p>Kyrgyzstan</p> <p>Lao PDR</p> <p>Lebanon</p>	<p>Syria</p> <p>Tajikistan</p> <p>Thailand</p> <p>Timor-Leste/East Timor</p> <p>Turkey (transcontinental)</p> <p>Turkmenistan</p> <p>Uzbekistan</p> <p>Vietnam</p> <p>Yemen</p>
<p>Europe & the South Caucasus</p>	<p>Albania</p> <p>Armenia</p> <p>Azerbaijan</p> <p>Bosnia and Herzegovina</p> <p>Bulgaria</p> <p>Croatia</p> <p>Georgia</p> <p>Greece</p>	<p>Kosovo</p> <p>Montenegro</p> <p>North Macedonia</p> <p>Romania</p> <p>Serbia</p> <p>Slovenia</p> <p>Moldova</p> <p>Ukraine</p>
<p>Latin America & the Caribbean</p>	<p>Antigua and Barbuda</p> <p>Argentina</p>	<p>Haiti</p> <p>Honduras</p>

—
OTT Consulting

	Aruba	Jamaica
	Bahamas	Mexico
	Barbados	Nicaragua
	Belize	Panama
	Bolivia	Paraguay
	Brazil	Peru
	Chile	Sint Maarten
	Colombia	St. Kitts and Nevis
	Costa Rica	St. Lucia
	Cuba	St. Vincent and the Grenadines
	Curacao	Suriname
	Dominica	Trinidad and Tobago
	Dominican Republic	Turks and Caicos Islands
	Ecuador	Uruguay
	El Salvador	Venezuela
	Grenada	
	Guatemala	
	Guyana	
Oceania	Fiji	Papua New Guinea

—
OTT Consulting

	Kiribati	Samoa
	Marshall Islands	Solomon Islands
	Micronesia (The Federated States of)	Tonga
	Nauru	Tuvalu
	Palau	Vanuatu