CHARTERED INSTITUTE OF COUNSELLING IN NIGERIA (CICN)

INTERNATIONAL PROFESSIONAL EXPOSURE PROGRAMME (IPEP) 2027

PARTICIPANT REGISTRATION AND PARTICIPATION AGREEMENT

Programme Theme: Expanding Professional Horizons. Connecting Minds. Building Global Competence.

This Participation Agreement establishes the terms and conditions governing participation in the Chartered Institute of Counselling in Nigeria (CICN) International Professional Exposure Programme (IPEP) 2027.

By submitting an application, accepting an offer of participation and/or making payment towards the programme, the applicant or participant agrees to comply with the provisions of this Agreement, subject to the applicable terms of acceptance and payment.

1. PURPOSE AND NATURE OF THE PROGRAMME

1.1. The CICN International Professional Exposure Programme (IPEP) is an international professional development and exposure initiative established by the Chartered Institute of Counselling in Nigeria (CICN).

1.2. The programme is designed to provide eligible students, graduates, alumni, counsellors, psychologists, psychotherapists, mental health practitioners, clinical sexologists, academics, researchers and other relevant professionals with opportunities to participate in international conferences, summits, workshops, training programmes and related professional gatherings.

1.3. The programme aims to promote:

- International professional exposure.
- Continuous professional development.
- Knowledge exchange and advancement.
- Professional networking and collaboration.
- Cross-cultural learning.
- Exposure to international research and contemporary professional practices.
- Institutional and professional development.

1.4. IPEP is a professionally coordinated exposure and development programme. It is not a visa sponsorship scheme, immigration programme, employment placement programme or guarantee of admission into any foreign institution.

1.5. Participation in an international conference or event does not automatically confer a professional qualification, academic credit, certification or professional licence unless expressly provided by the relevant event organiser.

2. ELIGIBILITY AND APPLICATION

2.1. Applications may be submitted by:

- Current CICN students.
- CICN graduates and alumni.
- Counsellors and guidance professionals.
- Psychologists and psychotherapists.
- Mental health practitioners.
- Clinical sexologists and sex therapy professionals.
- Academics, researchers and educators in relevant disciplines.
- Other eligible individuals whose professional interests or qualifications align with the objectives of IPEP, subject to CICN's assessment.

2.2. Applicants are required to provide accurate personal, professional and travel-related information during the application process.

2.3. CICN reserves the right to review applications and determine eligibility based on the objectives and requirements of the programme.

2.4. Submission of an online application or expression of interest does not automatically constitute acceptance into IPEP or confirmed registration for a selected conference.

2.5. CICN will communicate acceptance, availability, applicable fees and subsequent requirements to successful applicants.

2.6. CICN reserves the right to decline an application where an applicant does not meet the programme requirements, provides misleading information or fails to comply with the application process.

3. CONFERENCE SELECTION AND PARTICIPATION

3.1. Applicants may indicate interest in one or more conferences listed under the CICN IPEP 2027 programme.

3.2. Selection of a conference on the application form represents an expression of interest and does not automatically secure a place at that conference.

3.3. Final participation is subject to:

- CICN's review and confirmation.
- Availability of conference spaces.
- Conference organiser requirements.
- Completion of applicable registration procedures.
- Payment of relevant fees.
- Fulfilment of travel and visa requirements.

3.4. CICN reserves the right to communicate alternative conference opportunities where a selected event becomes unavailable, is postponed, cancelled or otherwise unsuitable.

3.5. Participants will be informed of relevant changes and may decide whether to accept an alternative arrangement, subject to the applicable payment and refund provisions of this Agreement.

4. APPLICATION DEADLINES

4.1. Applications for the CICN International Professional Exposure Programme (IPEP) 2027 are open to eligible applicants throughout the application process, subject to the applicable deadlines for individual conferences.

4.2. Applicants may submit their expressions of interest and applications at any time before the applicable deadline. Applications are not restricted to a particular opening period.

4.3. To allow sufficient time for programme coordination, conference registration, documentation, visa processing and travel arrangements, the following deadlines shall apply:

A. Conferences scheduled between January and June 2027

Application deadline: December 31, 2026.

B. Conferences scheduled between July and December 2027

Application deadline: March 31, 2027.

4.4. Applicants are strongly encouraged to submit their applications well in advance of the applicable deadline to allow adequate time for the necessary arrangements.

4.5. CICN reserves the right to announce an earlier application deadline for a particular conference where necessary due to conference registration deadlines, limited availability, visa processing requirements or other logistical considerations.

4.6. CICN may close applications for an individual conference once available spaces have been filled or where further applications can no longer be reasonably accommodated.

4.7. Applicants who fail to submit the required information, documentation or payments within the deadlines communicated by CICN may be unable to proceed with their selected conference.

4.8. CICN shall communicate relevant deadlines and any subsequent changes to affected applicants.

4.9. Submission of an application before the applicable deadline does not automatically guarantee acceptance, conference registration, visa approval or participation in the programme. All applications remain subject to CICN's review, conference availability and confirmation.

5. ROLE AND RESPONSIBILITIES OF CICN

5.1. CICN shall serve as the principal convener, institutional coordinator and programme administrator of IPEP.

5.2. CICN's responsibilities may include:

- Identifying and publicising relevant international professional events.
- Coordinating the application and participant selection process.
- Communicating programme requirements and deadlines.
- Providing relevant institutional information and documentation where appropriate.
- Coordinating conference participation and related administrative arrangements.
- Appointing and supervising designated travel and logistics service providers.
- Facilitating communication between participants and appointed service providers.
- Providing programme-related guidance and updates.
- Monitoring the general coordination of the programme.

5.3. CICN shall exercise reasonable care in performing its coordination responsibilities.

5.4. CICN does not operate as an embassy, immigration authority, airline, hotel, travel insurer or conference organiser unless expressly acting in a separate capacity under a written agreement.

5.5. CICN does not guarantee visa approval, admission into a foreign country, approval of travel documents or any decision made independently by a third-party authority or service provider.

6. DESIGNATED TRAVEL AND LOGISTICS SERVICE PROVIDER

6.1. CICN may appoint a designated travel agency or other qualified service provider to support participants with travel-related arrangements under an agreed service arrangement.

6.2. Such services may include:

- Visa application guidance and administrative support.
- Flight reservations and ticketing.
- Hotel and accommodation arrangements.
- Travel insurance arrangements.
- Airport transfers.
- Local transportation.

- Other agreed travel and logistics services.

6.3. CICN shall remain the principal institutional coordinator and participant contact for the IPEP programme.

6.4. The appointed travel agency shall be responsible for the specific services assigned to it under its agreement with CICN and/or the applicable service arrangement with the participant.

6.5. Participants may be required to communicate directly with the designated agency for specific documentation, appointments, bookings and travel-related requirements, while CICN maintains overall programme coordination.

6.6. The appointed agency shall be expected to exercise reasonable professional care, provide accurate information, observe agreed timelines and account for funds received for services.

6.7. Where the agency's negligence, error, omission, breach of its contractual obligations or failure to perform an agreed service causes a loss, the agency shall be responsible to the extent provided under its applicable agreement and the law.

6.8. Neither CICN nor its appointed agency can guarantee the outcome of a visa application.

6.9. Participants shall not make unauthorised payments to individuals claiming to represent CICN or its appointed agency. Payments must follow officially communicated payment instructions.

7. PROGRAMME COORDINATION FEE

7.1. The CICN International Professional Exposure Programme (IPEP) 2027 attracts a **NON REFUNDABLE** application and coordination fee of:

₦200,000 (Two Hundred Thousand Naira) per participant, per conference.

7.2. The coordination fee covers CICN's institutional and programme coordination responsibilities, which may include:

- Application administration.
- Participant communication.
- Institutional coordination.
- Programme administration and oversight.
- Facilitation of conference participation.
- Coordination with appointed service providers.
- Other programme-related administrative responsibilities.

7.3. The coordination fee is separate from all third-party and travel-related expenses.

7.4. The coordination fee does not include:

- Conference registration charges.

- Visa application fees.
- Flight tickets.
- Hotel accommodation.
- Travel insurance.
- Airport transfers.
- Local transportation.
- Personal expenses.
- Other charges imposed by conference organisers, embassies, airlines, hotels or external service providers.

7.5. A participant selecting and confirming participation in two conferences shall be liable for a coordination fee of ₦400,000. Participation in three conferences shall attract ₦600,000, and so forth.

7.6. The coordination fee shall apply separately to each conference for which participation is confirmed.

7.7. Selecting multiple conferences during the expression-of-interest stage does not automatically create a payment obligation for all selected conferences. The payment obligation arises when CICN confirms the applicable participation arrangements and the participant accepts the offer.

7.8. Applicable invoices and payment instructions shall be communicated to successful applicants.

7.9. Participants shall make payments only through CICN's officially designated payment channels or other formally communicated payment arrangements.

7.10. CICN shall provide appropriate payment acknowledgement or receipts for payments received directly by the Institute.

8. PAYMENT AND FINANCIAL ARRANGEMENTS

8.1. Participants shall be informed of the applicable charges before being required to make payment.

8.2. CICN may issue invoices for its programme coordination fee and other charges payable directly to the Institute.

8.3. Where travel-related expenses are payable directly to the appointed agency or another third-party provider, the relevant invoice and payment instructions shall be communicated to the participant.

8.4. Where CICN receives funds on behalf of an appointed service provider, such funds shall be properly documented, accounted for and handled in accordance with the applicable service agreement.

8.5. Participants shall retain payment receipts and transaction records for reference.

8.6. CICN shall not be responsible for payments made into unauthorised personal accounts or to individuals who have not been officially designated to receive programme payments.

8.7. Participants shall comply with the payment deadlines communicated for their selected conference.

8.8. Failure to make the required payments within the stated period may result in cancellation of the participant's provisional arrangements, subject to any applicable contractual and refund rights.

9. PARTICIPANT RESPONSIBILITIES

9.1. Every participant shall:

- Provide complete and accurate information during application.
- Ensure that all submitted documents are genuine and valid.
- Maintain a valid international passport with sufficient validity for the intended travel.
- Submit required documents within the communicated deadlines.
- Attend required briefings and appointments.
- Respond promptly to communications from CICN and its appointed service provider.
- Make required payments within the applicable timelines.
- Comply with embassy, immigration, airline, hotel and conference organiser requirements.
- Maintain appropriate professional conduct throughout the programme.
- Observe the laws and regulations of the destination country.

9.2. Participants shall immediately notify CICN of any circumstance that may affect their ability to participate, including changes in employment, financial circumstances, passport status, visa history or travel availability.

9.3. Participants shall not submit false, misleading, altered or fraudulent information or documentation.

9.4. A participant who knowingly provides false information or documents may have their participation discontinued, subject to applicable law and the relevant refund provisions.

9.5. Participants are responsible for ensuring that their personal circumstances permit them to travel and participate in the selected event.

10. VISA APPLICATION AND IMMIGRATION REQUIREMENTS

10.1. Participants requiring visas shall be responsible for meeting the requirements of the relevant embassy, consulate or immigration authority.

10.2. CICN and its appointed travel agency may provide administrative assistance and guidance in preparing visa applications where such support forms part of the agreed services.

10.3. Participants shall provide genuine and complete documents and attend all required appointments, interviews, biometric sessions and other procedures.

10.4. Participants acknowledge that:

- Visa approval is determined solely by the relevant embassy, consulate or immigration authority.
- CICN and its appointed agency cannot guarantee visa approval.
- Visa application fees and other charges may be non-refundable where retained by the relevant authority or service provider.
- Visa processing times vary and are outside CICN's direct control.
- Submission of a visa application does not guarantee a decision before the conference date.

10.5. Participants shall disclose any previous visa refusal, immigration violation, overstay or other relevant travel history accurately where required.

10.6. CICN shall not be held responsible for visa refusal arising from the participant's personal circumstances, inaccurate information, incomplete documentation or decisions made independently by immigration authorities, except to the extent that a loss results from CICN's own breach, negligence or other legally actionable conduct.

10.7. Participants are strongly advised to commence visa preparation as early as possible.

11. CANCELLATION AND WITHDRAWAL BY PARTICIPANTS

11.1. A participant who wishes to withdraw from the programme or cancel participation in a selected conference shall notify CICN in writing as soon as possible.

11.2. Cancellation requests shall be assessed based on:

- The date the cancellation request is received.
- Services already performed.
- Costs already incurred.
- Non-refundable commitments made to third-party providers.
- Applicable cancellation conditions of conference organisers, airlines, hotels and other service providers.
- The terms of this Agreement and applicable law.

11.3. Participants acknowledge that certain costs may become non-refundable once bookings, registrations or other commitments have been made.

11.4. Where cancellation occurs before any relevant service has been performed or any non-refundable commitment has been made, the participant shall be entitled to the applicable refund, subject to any lawful and previously disclosed charges.

11.5. Where services have already been performed or costs have been validly incurred, the relevant amounts may be deducted from the refundable balance, provided the deductions are properly explained and supported.

11.6. A participant who fails to meet required deadlines may lose access to particular arrangements or opportunities where the failure makes participation impracticable. Any financial consequences shall be assessed in accordance with the actual costs, applicable provider terms and this Agreement.

11.7. CICN shall not automatically treat every payment as non-refundable. Refunds shall be assessed in accordance with the circumstances of the cancellation, services performed, costs incurred and applicable law.

12. VISA REFUSAL AND REFUND POLICY

12.1. Participants acknowledge that visa approval is outside the control of CICN and its appointed travel agency.

12.2. Where a participant's visa application is refused, the participant shall notify CICN promptly and provide relevant documentation where reasonably required.

12.3. A visa refusal does not automatically entitle the participant to a full refund of every amount paid.

12.4. Refund assessment shall consider:

- Visa application charges retained by the relevant authority.
- Agency service fees for work already performed, where agreed and properly disclosed.
- Conference registration charges retained by the organiser.
- Flight cancellation charges or non-refundable ticket costs.
- Hotel cancellation charges.
- Other documented and valid third-party commitments.

12.5. Any amount that remains refundable after the above reconciliation shall be returned to the participant, subject to applicable law and the relevant provider's refund arrangements.

12.6. Where the visa refusal results from an error, negligence or breach by CICN or its appointed service provider, responsibility shall be assessed according to the applicable contractual obligations and law.

12.7. CICN shall not be liable for losses arising solely from an independent immigration decision, provided CICN has fulfilled its own contractual responsibilities.

12.8. A participant who receives a visa refusal too close to the conference date shall still be subject to the applicable cancellation and refund provisions.

13. THIRD-PARTY SERVICES AND PROVIDER CONDITIONS

13.1. Conference registration, flights, accommodation, travel insurance, visa application services and other travel-related arrangements may be supplied by independent third parties.

13.2. Such services may be subject to separate terms, conditions, cancellation policies, refund restrictions and operational requirements.

13.3. Participants shall be informed of relevant third-party conditions before committing to the applicable services, where reasonably practicable.

13.4. CICN shall take reasonable care in selecting and coordinating appointed service providers but shall not be responsible for independent acts or decisions of third parties beyond its contractual obligations or control.

13.5. Nothing in this Agreement excludes responsibility for CICN's own negligence, breach of contract, misrepresentation or any liability that cannot lawfully be excluded.

13.6. Participants shall comply with the relevant conditions of airlines, hotels, conference organisers, insurers and other service providers.

14. REFUND REQUEST AND PROCESSING PROCEDURE

14.1. All refund requests shall be submitted to CICN in writing through its officially designated communication channel.

14.2. The request shall state the reason for cancellation or refund and include relevant supporting information.

14.3. CICN shall review the request and provide an explanation of the applicable refund assessment and any proposed deductions.

14.4. Where third-party payments are involved, CICN may need to obtain confirmation of refundable amounts from the relevant service providers.

14.5. CICN shall endeavour to communicate the refund assessment within ten (10) working days after receiving the necessary information.

14.6. The actual refund payment period may depend on the time required for third-party providers to release refundable funds.

14.7. Any refundable balance due to the participant shall be processed within a reasonable period after the relevant funds become available, subject to applicable law.

14.8. CICN shall provide a reasonable breakdown of deductions and amounts retained where a refund is not made in full.

15. CHANGES, POSTPONEMENT OR CANCELLATION OF CONFERENCES

15.1. Conference dates, venues, programme schedules, speakers and other event details are determined by the respective conference organisers.

15.2. CICN shall communicate material changes to affected participants when such information becomes available.

15.3. Where a conference is postponed, rescheduled, relocated or cancelled, CICN shall communicate the available options and relevant implications.

15.4. Participants may be offered the opportunity to:

- Attend the rescheduled event.
- Consider an alternative conference, where available.
- Withdraw from the affected conference and receive any applicable refund.

15.5. Refunds in such circumstances shall depend on amounts recoverable from the conference organiser and other service providers, services already performed and applicable law.

15.6. CICN shall not be responsible for independent decisions made by conference organisers, provided it has exercised reasonable care in its coordination responsibilities.

16. FORCE MAJEURE AND UNFORESEEN CIRCUMSTANCES

16.1. Neither party shall be considered in breach solely because of a failure or delay caused by circumstances beyond reasonable control, including:

- Natural disasters.
- Epidemics or pandemics.
- War, terrorism or civil unrest.
- Government restrictions.
- Airport or airline disruptions.
- Sudden border closures.
- Major transport disruptions.
- Other events that make performance impossible or materially impracticable.

16.2. The affected party shall notify the other party as soon as reasonably practicable.

16.3. CICN shall communicate relevant programme changes and available options.

16.4. Any financial consequences shall be assessed in accordance with applicable third-party refund policies, services already performed, recoverable funds and applicable law.

16.5. Nothing in this clause removes any statutory rights or refund obligations that cannot lawfully be excluded.

17. HEALTH, TRAVEL INSURANCE AND PERSONAL CONDUCT

17.1. Participants are responsible for ensuring that they are medically and practically fit to undertake their intended travel and participation.

17.2. Participants are strongly encouraged to obtain appropriate travel insurance covering relevant medical emergencies, travel disruptions, baggage loss and other applicable risks.

17.3. Where travel insurance is required by the destination country or relevant service provider, participants must comply with the applicable requirements.

17.4. Participants shall conduct themselves professionally and respectfully throughout the programme.

17.5. Participants shall comply with the laws, customs, immigration regulations and professional standards applicable in the destination country.

17.6. CICN reserves the right to take appropriate action where a participant's conduct materially affects the reputation, safety or proper administration of the programme, subject to fair consideration of the circumstances and applicable law.

18. DATA PROTECTION AND CONFIDENTIALITY

18.1. CICN may collect and process personal information reasonably necessary for:

- Application assessment.
- Programme administration.
- Conference registration.
- Travel and visa coordination.
- Communication with participants.
- Financial administration.
- Compliance with applicable legal requirements.

18.2. Such information may include names, contact details, professional information, passport information, travel details and other relevant documentation.

18.3. CICN may share relevant information with its designated travel agency, conference organisers, airlines, hotels, insurers, visa-support providers and other authorised service providers where necessary for programme administration and the provision of requested services.

18.4. CICN shall take reasonable measures to protect personal information against unauthorised access, disclosure, alteration or misuse.

18.5. Personal information shall be handled in accordance with applicable Nigerian data protection laws and other relevant legal requirements.

18.6. Participants are expected to provide accurate information and promptly notify CICN of any relevant changes.

18.7. Participants may contact CICN through its designated communication channels regarding requests relating to their personal information, subject to applicable legal requirements.

19. PHOTOGRAPHY, VIDEO AND PUBLICITY

19.1. CICN may document programme activities through photographs, video recordings and other media.

19.2. Identifiable photographs, recordings or testimonials of participants shall only be used for promotional, publicity, reporting or institutional communication purposes where appropriate consent has been obtained.

19.3. Consent for promotional use of a participant's image or testimonial shall be obtained separately from acceptance of this Participation Agreement.

19.4. A participant's decision not to consent to promotional use shall not, by itself, affect their eligibility to participate in IPEP.

20. COMMUNICATION AND OFFICIAL NOTIFICATIONS

20.1. CICN shall serve as the principal communication channel for programme-related information.

20.2. Participants shall provide active email addresses and telephone numbers and regularly check communications from CICN.

20.3. CICN may communicate through email, telephone, WhatsApp, its official website or other formally designated channels.

20.4. Participants shall promptly respond to requests for information, documentation and confirmation.

20.5. Participants shall not rely on unofficial announcements or payment instructions that have not been confirmed through CICN's authorised communication channels.

21. LIMITATION OF LIABILITY

21.1. CICN shall exercise reasonable care in carrying out its responsibilities as programme convener and institutional coordinator.

21.2. CICN shall not be responsible for:

- Visa refusals or immigration decisions made independently by relevant authorities.
- Changes to conference dates, venues or programmes made by independent organisers.
- Flight delays, airline cancellations or operational disruptions outside CICN's control.
- Independent acts or omissions of third-party providers, except to the extent of CICN's own contractual responsibility or legally actionable conduct.
- A participant's failure to submit accurate information or required documents.
- A participant's failure to comply with communicated deadlines or applicable travel requirements.

21.3. Nothing in this Agreement shall exclude or limit liability for fraud, fraudulent misrepresentation, negligence, breach of contract or any other liability that cannot lawfully be excluded or limited.

21.4. Nothing in this Agreement shall deprive a participant of any applicable statutory consumer protection or other legal rights.

22. COMPLAINTS AND DISPUTE RESOLUTION

22.1. Participants are encouraged to communicate any complaint or concern to CICN in writing through its officially designated communication channels.

22.2. CICN shall make reasonable efforts to review and resolve complaints promptly and fairly.

22.3. Where a dispute cannot be resolved through direct communication, the parties may consider mediation or another mutually agreed dispute resolution process.

22.4. Nothing in this clause prevents either party from exercising any legal right available under applicable law.

23. GOVERNING LAW

23.1. This Agreement shall be governed by and interpreted in accordance with the laws of the Federal Republic of Nigeria.

23.2. Any legal proceedings arising from this Agreement shall be subject to the jurisdiction of the competent courts of Nigeria.

24. AMENDMENTS AND PROGRAMME UPDATES

24.1. CICN may issue reasonable programme updates where necessary to address changes in conference arrangements, travel requirements, application procedures or operational matters.

24.2. Any material amendment affecting participants' financial obligations, refund rights or other significant contractual rights shall be communicated appropriately and shall not retrospectively remove rights already accrued.

24.3. Where a material change requires participant acceptance, CICN shall obtain the participant's agreement before proceeding on the revised terms.

25. ENTIRE AGREEMENT

25.1. This Agreement, together with any applicable programme offer, invoice, written confirmation and separately disclosed third-party service conditions, constitutes the basis of the participant's engagement with CICN under IPEP 2027.

25.2. Where there is a conflict between this Agreement and a subsequent written programme confirmation, the parties shall clarify the applicable terms in writing.

25.3. No verbal representation shall override the written provisions of this Agreement unless formally confirmed by an authorised CICN representative.

26. PARTICIPANT DECLARATION AND ACCEPTANCE

I confirm that:

1. I have read and understood the CICN International Professional Exposure Programme (IPEP) 2027 Participation Agreement.
2. I understand that CICN is the principal convener and institutional coordinator of the programme.
3. I understand that CICN may appoint a designated travel agency or other service providers to provide agreed travel and logistics support.
4. I understand that the programme coordination fee is ₦200,000 per participant, per conference, and that this fee is non-refundable, separate from conference registration, visa and travel expenses.
5. I understand that selecting a conference on the application form does not automatically guarantee acceptance or confirmed participation.
6. I understand that visa approval is solely determined by the relevant embassy, consulate or immigration authority.
7. I agree to provide accurate information and submit all required documents within the communicated deadlines.
8. I understand the payment, cancellation and refund provisions contained in this Agreement.

9. I authorise CICN to process and, where necessary, share relevant personal information with its designated service providers for legitimate programme administration and delivery, in accordance with applicable data protection requirements.
10. I agree to comply with the programme requirements and all applicable travel, conference and destination-country regulations.
11. I understand that failure to comply with the programme requirements may affect my ability to participate.

Submission of interest and payment confirms you voluntarily agree to the terms and conditions of this Participation Agreement.