****

**PAYMENT DETAILS AND TERMS AND CONDITIONS - INTERNATIONAL SUMMER SCHOOL REFUGEE LAW AND RIGHTS, HUMANITARIAN STUDIES 2019**

1. **PAYMENT DETAILS**

**Programme fee for one participant with early bird discount: EUR 250**

If the participant pays before the 15th of May 2019, then the early bird discount is applicable, and the application fee is EUR 250.

**Programme fee for one participant without early bird discount: EUR 350**

If the participant pays after the 15th of May 2019, then the application fee is EUR 350.

|  |  |
| --- | --- |
| **Application Fee** | **Amount in EUR** |
| If paid **before** the 15th of May, 2019 | €250 |
| If paid **after** the 15th of May, 2019 | €350 |

*Note: final deadline for application and payment is the 31st of May 2018.*

Part of our policy is to support the refugee organisations in both staff capacity building and enabling them the establishment of a wider support and cooperation network for the greater benefit of serving refugees. For this reason, we can offer a school fee discount to participants from the organisations working directly with refugees.

**Bank details for the payment:**

|  |  |
| --- | --- |
| **Bank name**: | Komerční banka Olomouc |
| **Bank address:** | Tř. Svobody 14, 772 14 Olomouc, Czech Republic |
| **BIC/SWIFT Code:** | KOMBCZPPxxx |
| **Account no. (IBAN):** | CZ9801000000433855090287 |
| **Account name:** | Palacký University |
| **Payment reference:** | State your name and "996100045" |

All payments must be made no later than May 31, 2019. While making payment, the participant shells state the particular sum in EUR. *All bank transfer fees and exchange fees are to be covered by the participant.*

**2. TERMS AND CONDITIONS**

*Please send the completed* ***application form*** *together with the* ***motivation letter****,* ***CV*** *the* ***signed terms & conditions form****, and a* ***copy of your passport*** *to**selma.porobic@upol.cz* *and* *ivana.ljustina@upol.cz* *before**the* ***31st******of May, 2019.***

1. The Organiser of the summer school (referred to as the **Organiser**) shall be the Humanitarian studies section of the Sts Cyril and Methodius Faculty of Theology, Palacký University, Olomouc, Czech Republic.
2. The Participant of the summer school (referred to as the **Participant**) shall be any person who successfully applied to the summer school.
3. Each Participant shall be obliged to, within the specified deadline, send the signed **terms &** **conditions,** and pay an **application fee** as determined in the offer.
	1. Incomplete application shall not be accepted by the Organiser.
	2. The Participant shall be responsible for the correctness of all data indicated in the application form.
	3. Based on a completed application form the Organiser shall decide on registration in the respective short-term study programme.
	4. After registration, the applicant shall be obliged to pay the determined fee. The applicant shall be entitled to be accepted into the summer school only after the fee is transferred to the Organiser’s bank account.
	5. Within 30 days after the payment is made, the Organiser shall be obliged to send a Confirmation of Acceptance of the Participant.
4. For the purposes of obtaining a visa, the Organiser shall send to the Participant a Confirmation of Acceptance and an Invitation Letter specifying the address of stay during the summer school.
5. The Organiser shall be obliged to provide the Participants with reservation of accommodation at the University dorms throughout the summer school. The Participant shall be obliged to complete the registration upon acceptance to the school and cover the accommodation cost from their own funding.
6. The Organiser shall be obliged to arrange the summer school in such extent as presented to the Participant in the offer. The Organiser shall be entitled to decide on the dates and times of courses.
7. A precise timetable of a full school programme shall be published by the Organiser no later than 4 weeks before the beginning of the summer school.
8. The Organiser reserves the right, in case of unpredictable events (e.g. lecturer’s illness), to change the dates of classes. The Participant shall be informed thereof without delay.
9. The Participant acknowledges that the agreed date of the summer school cannot be changed unless specified otherwise by the Organiser.
10. In case of an absence of the Participant in the scheduled programme, the Organiser shall not be obliged to provide for a substitute programme.
11. On the last day of the programme at the latest, the Organiser shall issue to the Participant a certificate of completion. The successful completion of the summer school’s programme earns the Participant 12 ECTS.
12. The Participant shall have travel and accident insurance concluded/arranged for the whole duration of the summer school.
13. The Participant hereby consents to personal data processing for administration purposes required by the programme.
14. In case of cancellation on behalf of Organiser the full application fee will be refunded. In case of cancellation of the Participant, €50 of the application fee is non-refundable unless the only reason for cancellation is that the Participant would not have received a visa, in which case the full school fee is refunded.
15. In case of cancellation within 45 days prior to the commencement of the summer school, the Organiser shall charge the following cancellation fees:
	1. 45-31 days prior to commencement: 25% of the price of the programme,
	2. 30-15 days prior to commencement: 50% of the price of the programme,

14-0 days prior to commencement and during the stay: 100% of the price of the programme.

**..........................................................................................................................................................**

☐ I agree with the *Terms and conditions* of the summer school

Date ………………….

Name ………………………………………………... Signature ...........................................................