



TERMS AND CONDITIONS FOR PROGRAM PARTICIPANTS

PLEASE READ THE TERMS AND CONDITIONS CAREFULLY BEFORE SUBMITTING your online application form

By clicking on the box besides the words “I have read and agree to the TICLS legal terms and conditions”, you agree to the following terms and conditions.

I. Registration / Confirmation Fee and Refund Policy

Registration / Confirmation fee: Upon acceptance, you must submit a Registration / Confirmation payment of 500 euros to secure your spot on your summer program. This amount is credited towards your total summer program fee. Details of participation fee are set out on our website.

A participant's placement on a program, cannot be confirmed, and the Schengen visa granting procedures initiated, *(if applicable, please see paragraph II below)*, until the Registration / Confirmation fee has been received by TICLS. Transaction fee charges to cover PayPal fees (where applicable), bank fees and currency conversion charges are the Participant's responsibility to cover.

The registration fee is refundable up to forty five (45) days before the beginning of the Program. All refunds will be made less the costs incurred in processing the refund, such as bank and transaction fees, plus a TICLS processing fee (100 €).

Requests for registration fee refunds must be posted to TICLS (hard copy is required) with the signature of the participant and received by TICLS forty five (45) days before the beginning of the Program. Once the participant's refund request had been received by TICLS, the participant will be notified immediately via email. If the participant does not receive such an email, the assumption should be made that the request has not been received.

If a participant registers and receives the Schengen visa invitation letter *(please see paragraph II below)*, the registration fee cannot be refunded should they withdraw from the Program, and the visa procedure will be revoked, except in proven cases of Force Majeure.

TICLS reserves the right to revise the registration fee at any time. All registration fee revisions will be made via the TICLS website with a thirty days advanced notice given before they take effect.

II. Visa procedure

TICLS is committed to ensure participation of worthy applicants from all over the world by assisting in the E.U. Visa granting process, where required.

Please note that the European Union Schengen visa needs at least 45 days to process, so the deadlines have to be strictly kept.

The Visa duration will correspond to the duration of the respective Program plus travel days.

A special fee might apply in some cases. Upon prior individual confirmation, this fee will be processed by PayPal or Bank transfer. Transaction fee charges (where applicable) to cover PayPal fees, bank fees and currency conversion charges are the Participant's responsibility to cover.

III. Program Fees and Refund Policy

Program fees are due 30 days prior to the beginning of the participant's Program, unless otherwise agreed in writing. Transaction fee charges to cover PayPal fees (where applicable), bank fees and currency conversion charges are the Participant's responsibility to cover. Failure to make this payment can result in a loss of participant placement with no refund of the registration fee.

The program fee covers attendance of all sessions, as well as all other costs of activities, as stated in the Program and published on the website, including fees paid either directly or through TICLS and not to TICLS.

All program fee revisions will be made via the TICLS website with a thirty (30) days advanced notice given before they take effect.

Participants who cancel from their program and then reinstate their file are subject to any revisions to the program which have occurred at the time they wish to reinstate.

Cancellation requests are processed based on the date the cancellation is received. All cancellations received after 16:00 EET will be processed the following business day.

The amount towards the total program fee is refundable up to forty five (45) days before the start of the Program, less the costs incurred in processing the refund, such as bank and transaction fees and TICLS processing fee (100 €).

Cancellations made up to 29 (twenty nine) days prior to the beginning of the Program the program fees will be refunded less 50% administrative and booking charges. Cancellations made 15 days prior to the start of the Program will be refunded less 80% administrative and booking charges

The refund will be made 7 – 15 days after the end of the Program, at the earliest.

Cancellations two weeks before the start of the Program will receive no refunds unless proven Force Majeure.

Program registration fee due	45 calendar days to Program start date	44 calendar days to Program start date	Total Program fees due <i>deadline</i>	30 days to Program start date	29 calendar days to Program start date	14 calendar days to Program start date
Cancellation policy	Program registration fee refundable minus 100€ and transaction processing fees	Program registration fee not refundable. Remaining amount refundable.	30 days before the beginning	50% refund minus registration and processing fees	20% Program fee refundable minus registration and processing fees	no refunds <i>unless proven Force Majeure</i>

IV. Scholarships

T.I.C.L.S. makes all efforts to provide financial aid to Participants in the form of scholarships for the Program fees.

The scholarship program is the outcome of joint efforts made by a multi-stake-holders Platform, aimed at supporting worthy applicants that can prove financial need.

It must be understood that a TICLS scholarship is not a gift. Unless specifically stated in a particular announcement, all TICLS Scholarships involve reciprocity from the part of the recipient. Details of these possibilities are published on the website and can include various arrangements of involvement such as the 5G Internship.

It must also be noted that the TICLS scholarship applies only to the Program tuition fee excluding the Registration fee, and in no way can apply for other expenses such as accommodation.

Travel, personal expenses, and/or extracurricular events are not eligible for aid from TICLS.

This condition does not apply if the scholarship comes from an outside source or individual sponsor that carries specific provisions.

V. Travel

The participant is solely responsible for arranging and paying for own travel, to and from the TICLS Program country/location, as well as any individual local transport costs. It is the responsibility of the participant to carry all necessary documents when traveling abroad, including the Schengen visa.

While TICLS will advise and assist the participant on required travel documentation, TICLS is not responsible for any supporting documents necessary for the participant's travel needs or other purposes.

Participants are responsible for ensuring their travel documents are up to date and valid for travel.

VI. Insurance

TICLS does not provide the participant with insurance of any kind nor individual insurance plans.

Travel and medical insurance is mandatory for each participant, especially before acquiring the Schengen visa. The participant will have to arrange this prior to departing on the trip, and is solely responsible for evaluating and determining the type, extent and levels of any insurance coverage they need or desire for their planned travel/program period, but it must cover their entire travel /program period.

Most health insurance companies give members some coverage abroad. The only way to know exactly what is and isn't covered, however, is to ask your provider. Be sure to get detailed information about your insurance policy, coverage terms and limits, the claim procedure and other details. Foreign private health insurance companies with policies covering Greece include AXA PPP Healthcare (www.axapphealthcare.com), BUPA International (www.bupa-intl.com), Exeter Friendly Society (www.exeterfriendly.co.uk) and International Health Insurance (www.ihl.com). There are bilateral agreements for national insurance plans with the European Union and other countries. Please check the validity before starting your travel. Proper documentation must be provided. European Union nationals can also benefit of free healthcare benefits provided they have their E111 forms.

VII. Personal Risks and Release

The participant acknowledges and accepts the responsibilities and risks associated with their agreement to travel to, temporarily live in and study in the program country. Therefore, TICLS, including any and all of its employees, managers, directors, shareholders, and host country partner organizations are not liable, to the maximum extent of the law, for any loss or harm the participant or associates may suffer, including but not limited to loss caused directly or indirectly by:

- Personal injury;
- Emotional injury;
- Illness or disease;
- Damage to or loss of property;
- Death;
- Hostage situations; War or terrorism.

VIII. Drug and Alcohol Use

The participant must abide by TICLS rules for responsible use in regards to alcohol consumption. Substance or controlled drug use (unless prescribed by a doctor in writing) is strictly prohibited and will result in instant dismissal from the program with no refund.

IX. Miscellaneous

- TICLS provides a continuing service connecting participants of all its Programs, granting the Alumni status (network).
- The participant agrees to comply with the T.I.C.L.S. code of conduct and disclaimer. The participant is obliged to follow local laws and customs.
- TICLS and its partner organizations reserve the right to remove the participant from the program if there is a breach to the above agreement, or if moral character and necessary motivation for the program are not complying.
- TICLS reserves the right to use data provided by participants, such as testimonials, feedback and images, for publicity use, as programs' promoting material across all media , including the internet, our websites and elsewhere, as appropriate. We respect the code of discretion, honor and dignity.
- To the full extent permissible by law, all representations, terms, warranties, guarantees, or conditions whether implied by statute, common law or custom of the trade or otherwise, including, but not limited to implied warranties and guarantees, are excluded. The liability of TICLS to the participant shall not cumulatively exceed the amount of the registration fee paid by the participant.

The websites are presented solely for the purpose of promoting TICLS Programs and services. The websites are controlled and operated by TICLS from its offices. All material is copyrighted and materials in the site are not appropriate or available for use by any other person, Organisation, or program, unless agreed so in writing.

X. PROGRAM CANCELLATION / Force Majeure

TICLS reserves the right to cancel the program due to insufficient enrollment or other factors beyond its control.

In the unlikely event that a program is cancelled prior to the start of the program, all payments received will be refunded in full but TICLS will have no further liability to participant.

In case of Force Majeure T.I.C.L.S. is relieved of all obligations. Force Majeure includes any circumstances beyond the will and control of T.I.C.L.S., which impedes permanent or temporary compliance with the obligations, such as "Acts of God", including war, danger of war, government regulations, revolts, strikes, transportation difficulties, fire, earthquakes, or severe disturbances affecting the Program organization or its suppliers.

TICLS has no liability for any lack of performance, unavailability or failure of the services or its website, or for any failure of TICLS to comply with these terms and conditions, where the same arises from any cause reasonably beyond the control of TICLS.

XI. Governing Law

These terms are governed by the laws of the Hellenic Republic. All disputes will be resolved at the Courts of the Hellenic Republic.

PLEASE SEND TO THE T.I.C.L.S. SECRETARIAT THIS PART:

*I have read and agree to the TERMS AND CONDITIONS of
The International Center for Leading Studies (TICLS)*

Name:

Date:

Signature