



TERMS AND CONDITIONS

STATELESSNESS REGIONAL COURSE: AMERICAS FOCUS (2017)

The Statelessness Regional Course: Americas Focus will take place from 27 - 31 March 2017 in Bogotá, Colombia.

The course curriculum and participant registration is coordinated by the Institute on Statelessness and Inclusion (www.InstituteSI.org).

ENROLLMENT AND PAYMENT OF TUITION FEE

1. By submitting the registration form, the participant declares to have received these Terms and Conditions and to be in agreement with their contents.
2. By submitting the registration form, the participant declares to meet the entry requirements for the course as provided on the website <http://www.institutesi.org/forum/courses.php>, including sufficient knowledge of the English or Spanish language to participate actively in the course.
3. By submitting the registration form, the participant agrees to pay the tuition fee communicated as a condition for his or her acceptance on the course and will make this payment by bank transfer within 14 days of receipt of invoice from the Institute on Statelessness and Inclusion.
4. The reception date of the tuition fee payment will be considered the registration date.

CANCELLATION BY THE PARTICIPANT

5. Registration is considered final after payment. If the participant cancels at any time after the registration date (see article 4), the tuition fee will not be reimbursed.
6. Obtaining an appropriate visa is the participant's personal responsibility. Failure to obtain a visa does not exempt the participant from his/her payment obligations as described in article 3.
7. Cancellation with the right to a refund, minus administration costs of € 50.- (as well as a banking fee of €35.- for non-EU participants) is only granted in the following situations and after submission of written proof:
 - Death of a family member in the first degree (parents, siblings, children)
 - Hospitalisation of the course participantRefund requests for cancellations for other reasons than stated above will be decided on by the Institute on Statelessness and Inclusion.
8. In case of illness, payment obligations as described in Article 3 apply.
9. We suggest participants take out cancellation insurance to insure against cancellation.



TRAVEL AND ACCOMMODATION

10. Participants must make their own arrangements for travel to and accommodation in Bogotá. The costs for travel and accommodation are not included in the tuition fee, nor is the cost of a visa for entry to Colombia, if applicable.

MEALS, MATERIALS AND FACILITIES

11. Payment of the tuition fee entitles the participant to attend all days of the Statelessness Regional Course: Americas Focus, from 27 -31 March 2017.
12. The following meals are included in the tuition fee:
 - Lunch on all course days
 - One morning and one afternoon tea/coffee break on all course days
 - An opening reception
 - A closing dinnerAll other meals are at the participants' own expense.
13. Participants will be provided with a copy of the course programme, participants' list and any other materials and assignments that are needed during the course sessions. Participants will also be issued with a set of resource materials for use during and after the course. These materials are included in the tuition fee.
14. Participants are entitled to a Certificate of Completion of the Statelessness Regional Course: Americas Focus if they are present during all sessions of the course from 27 - 31 March 2017. Attendance will be taken at the start of each morning and afternoon session.

TUITION WAIVER

15. A limited number of tuition waivers has been made available for this course. Recipients of these waivers were informed of the terms of their waiver upon selection for the course and have agreed to these terms through the submission of their registration form.
16. Participants who have been granted a tuition waiver will not be issued with an invoice for the tuition fee, but must cover the costs of their travel and accommodation, as set out in article 10.

DAMAGES

17. Damages to (an)other participant(s), the venue or the Institute on Statelessness and Inclusion's property are always passed on to the participant in question.

PERSONAL INFORMATION HANDLING

18. All information provided by participants, including personal information, will be handled with care and will be stored in a secure location.



19. The participants declare that information they have provided, including personal information, may be shared by the Institute on Statelessness and Inclusion with persons, organisations and other actors it deems relevant. This will include, but is not limited to, other participants and actors who help organise the course.

FINAL PROVISIONS

20. In the event of default on the part of the Institute on Statelessness and Inclusion, the compensation will never be more than the tuition fee.
21. In those cases for which the terms and conditions of registration do not provide, the course coordinator of the Institute on Statelessness and Inclusion will decide in reasonableness and fairness.
22. Any disputes resulting from this agreement between the participant and the Institute on Statelessness and Inclusion that cannot be resolved in mutual consultation will be brought before the court in 's-Hertogenbosch (the Netherlands).