



## Terms and Conditions

1. The organizer of the winter school (referred to as the **organizer**) shall be the International Relations Office, Palacký University Olomouc, Czech Republic.
2. The participant of the winter school (referred to as the **participant**) shall be any person who successfully applied to the winter school.
3. Each participant shall be obliged to, within the specified deadline, send the signed **terms & conditions**, and pay a **tuition fee** as determined in the offer.
  - a. Incomplete application shall not be accepted by the organizer.
  - b. The participant shall be responsible for the correctness of all data indicated in the application form.
  - c. Based on a completed application form, the organizer shall decide on registration in the respective short-term study program.
  - d. After registration, the applicant shall be obliged to pay the determined fee. The applicant shall be entitled to be accepted into the winter school only after the fee is transferred to the organizer's bank account.
  - e. Within 30 days after the payment is made, the organizer shall be obliged to send a *Confirmation of Acceptance* of the participant.
4. For the purposes of obtaining a visa, the organizer shall send to the participant a confirmation of acceptance in the form of an *Invitation Letter*, specifying the address of staying during the winter school.
5. The organizer shall be obliged to provide the participants with accommodation throughout the winter school. The participant shall be obliged to observe the rules and conditions of the accommodation facility.
6. The organizer shall be obliged to arrange the winter school in such extent as presented to the participant in the offer. The organizer shall be entitled to decide on the dates and times of courses, excursions and trips.
7. A precise timetable including all courses, excursions and trips shall be published by the organizer no later than 3 weeks before the beginning of the winter school.
8. The organizer 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 winter school cannot be changed unless specified otherwise by the organizer.
10. In case of an absence of the participant in the scheduled program, the organizer shall not be obliged to provide for a substitute program.



11. For excursions and trips specified in the offer of the winter school, the organizer shall arrange for supervisors who will lead such an excursion or trip. Any participant not observing any instructions given by the organizer might be excluded from such an excursion or trip.
12. On the last day of the program at the latest, the organizer shall issue to the participant a certificate of participation. In case of successful completion of ECTS requirements, the organizer shall also specify their credit values.
13. The participant shall have travel/accident insurance and comprehensive health insurance concluded/arranged for the whole duration of the winter school.
14. The participant hereby consents to personal data processing for:
  - a. Administration purposes required by the program.
  - b. Outreach through our *Summer and Winter School Alumni Network*.
15. The participant consents to the organizer creating photographic and audio visual material during their participation in the program, which can be used both internally and externally to promote summer and winter school programs in print and digital media formats.
16. Included in the tuition fee is a non-refundable administration fee of EUR 150.
17. In case of cancellation by the organizer, the participant will receive reimbursed the full tuition fee, excluding the aforementioned administration fee of EUR 150. In the case of the aforementioned cancellation, the organizer shall be obliged to organize an online substitute program during the planned winter school period.
18. In case of cancellation by the participant within 60 days prior to the commencement of the winter school, the organizer shall keep the aforementioned administration fee, and in addition shall charge the following cancellation fees:
  - a. 59 - 50 days prior to commencement: 25% of the price of the program after subtraction of the administrative fee,
  - b. 49 - 20 days prior to commencement: 50% of the price of the program after subtraction of the administrative fee,
  - c. 19 - 0 days prior to commencement and during the stay: 100% of the price of the program after subtraction of the administrative fee.

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 I agree with the *Terms and conditions* of the winter school

Date .....

Name .....

Signature .....