

GENERAL TERMS AND CONDITIONS FOR THE EUROPEAN SUMMER PROGRAM

The fee-based European Summer Program is offered by Université Catholique de Lille.

These terms and conditions apply to all services and provisions associated with Université Catholique de Lille's European Summer Program. The terms and conditions of any and all customers and suppliers are hereby voided and have no validity. Any changes or additions to these terms and conditions, made before or at the time this agreement is entered into, must in any case be agreed in writing in order to have any validity.

1. Conclusion of Contract

Applications can be made by completing the ESP online application form

Application deadlines are:

1st Session: 1 April 2019

2nd Session: 1 May 2019

As soon as the application form is submitted, the participant will receive an e-mail from the ESP Office acknowledging receipt of the application. The application is considered as complete when payment is made. Registration becomes legal binding when payment is made (in full or from the first settlement). The participant thereby accepts the payment conditions outlined below. All fees must be paid in full no later than application deadlines (1 April for 1st session, 1 May for 2nd session). If not, the registration will be cancelled and the place given to another participant. A 5-% penalty will be charged if the fees have not been paid in full by that time. All fees listed are applicable to each participant on an individual basis.

It is mandatory for each participant to the European Summer Program of Université Catholique de Lille to subscribe Health, Travel and Repatriation Insurance for the duration of the program. The European Summer Program standard fees comprise no insurance of any kind. Each participant is personally responsible for insuring themselves appropriately (e.g. regarding health, accident, personal liability, etc.).

2. Methods and conditions of payment

All payments must be made in Euros (€). Please note that you are responsible for all fees associated with such a transfer of funds. If full payment is not received, a follow-up bill for the balance will be issued, which must be paid a month before the start of the program at the very latest.

3. Contents and objectives of Université Catholique de Lille's European Summer Program

The contents and objectives of the individual courses in the program are available on the European Summer Program's web-site. The selection of courses is, in the end, the responsibility of each participant. We therefore urge you to take note of any relevant preconditions or other aspects of a course. Each participant should consider especially whether the contents and objectives of a given course correspond with his/her needs and expectations and also whether he/she possesses the necessary qualifications for a course.

- Quality

Université Catholique de Lille carefully selects its teaching personnel, who must demonstrate adequate competence and experience in their particular disciplines. Furthermore, Université Catholique de Lille guarantees that all courses, corresponding to their content, will be carried out in a professional and competent manner and fulfil the stated objectives.

- Transcript

Every participant who fulfils all requirements of a course receives an official transcript at the end of the program. If registration is made through the home university, transcripts are sent to the home university. If students register

directly to the ESP, a scanned copy of the transcript is sent to their email address (paper copy can be sent on request). Those individuals who participate in courses without the intention of gaining academic credit, may receive a declaration of participation if they so desire.

- Location

All courses are normally held in one of the campus facilities of Université Catholique de Lille. Relocation to a non-university site, due to unexpected unavailability of space, may occur under certain circumstances. Fieldtrips may be included in some courses to specific places at a short distance of our campus. Students will be notified in advance and transportation will be covered by the ESP program.

- Additional activities

Additional activities booked by participants, outside the program, are not subject to Université Catholique de Lille's liability, and can only be arranged subject to availability.

4. Copyright

The Université Catholique de Lille and our instructors retain full copyright regarding all materials distributed among participants. All materials or contents thereof may not be copied, sold, or used for third parties without explicit prior approval by the Université Catholique de Lille and/or the individual instructor. Each participant receives all documentation and materials only for personal use.

5. Cancellation/Refunds/Changes

Cancellation of participation in the European Summer Program is possible in principle, subject to the following conditions:

- Administration fees (300€) are non-refundable.
- In case of cancellation up to four weeks prior to the start of the program, the participant in question receives a refund of program fees, minus administration fees and possibly applied bank fees.
- In the case of cancellation due to refusal of a visa, program fees including the 300€ deposit will be refunded, provided that the participant informs the ESP no less than two weeks prior to the start of the program.
- In other cases of cancellation two weeks or more before the start of the program, 50% of program fees will be refunded.
- No fees of any kind are refunded in case of cancellation less than two weeks prior to the start of the program.
- For optional services, cancellation fees apply if the student withdraws after registration: Paris, Amsterdam and Normandy (100€), Amiens and Battlefields of WW1 (15€), Health and Travel insurance (no refund after subscription by the ESP office). No refund after the start of the relevant ESP session.
- No refund after the program has started.
- Université Catholique de Lille reserves the right to cancel courses that contain fewer than 10 participants two or more weeks prior to the start of the program. Should such cancellation be necessary, the affected participants will be notified and informed about available alternatives. If no satisfactory solution can be found for a particular participant, he/she may cancel his/her participation in the program free-of-charge and receive a full refund of all fees paid up until that point.
- Université Catholique de Lille limits the number of students in the electives taught at the European Summer Program. The normal maximum number of students is 25 per elective. If an elective is full at the time of registration, the students will be offered to take his/her second choice. If no satisfactory solution can be found for a particular participant, he/she may cancel his/her participation in the program free-of-charge and receive a full refund of all fees paid up until that point.
- If some fees are to be refunded, refund will be made on the credit card used for paying the program fees.

6. Force majeure

Cancellation of a course or other aspects of Université Catholique de Lille's European Summer Program may occur as a

result of illness or other unforeseen events beyond our control (such as extreme weather or national emergencies...); refunds for affected individuals will be governed by the policies laid out under point 5.

7. Severability clause

If any provision of these terms and conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these terms and conditions and the remainder of the provision in question shall not be affected.

8. Privacy policy

Each participant agrees to the storage and use of personal data for the fulfilment of the agreement of participation within the framework of the legal provisions of the French Data Protection Act (Loi Informatique et Libertés). Participants' personal data may only be made available to third parties in order to prepare for the student's stay (eg transportation pass, hotel booking).

9. Place of jurisdiction

The laws of France shall apply to these terms and conditions, and the parties agree to Lille (France) as the place of jurisdiction.