

GENERAL TERMS AND CONDITIONS FOR THE LILLE (LEARN IN LILLE, LIVE EUROPE) PROGRAMS

The fee-based LILLE Programs (including the European Summer Program, and the variable short term Winter and Spring programs) are offered by the *Université Catholique de Lille*.

These terms and conditions apply to all services and provisions associated with the LILLE Programs. 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 to in writing in order to have any validity.

1. Conclusion of Contract

Application can be done online, through the application form on the program website.

As soon as the application form is submitted, the participant will receive an e-mail from the LILLE Programs office acknowledging receipt of the application. The application is considered complete when payment is made. Registration becomes legally binding when payment is made (either 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 the application deadline (see program website). 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 deadline. All fees listed are applicable to each participant on an individual basis.

It is mandatory for each participant travelling to France for any of the LILLE Programs to subscribe to Health, Travel, and Repatriation Insurance for the duration of the program. Standard fees for the LILLE Programs comprise no insurance of any kind; insurance can be made available through the program at an additional cost. Each participant is personally responsible for insuring themselves appropriately (regarding health, accident, personal liability, and so on).

2. Methods and conditions of payment

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

3. Contents and objectives of the *Université Catholique de Lille's* LILLE Programs

The contents and objectives of the individual courses offered through the LILLE programs are available on the program's website. The selection of courses is, in the end, the responsibility of each participant (dependent upon availability). Applicants should take note of any relevant preconditions or other aspects of a course, and consider both whether the contents and objectives of a given course correspond with their needs and expectations, and whether they possess the necessary qualifications.

- Quality

The *Université Catholique de Lille* carefully selects its teaching personnel, who must demonstrate adequate competence and experience in the relevant disciplines. It is the responsibility of the *Université Catholique de Lille* to ensure that all courses will be carried out in a professional and competent manner and fulfil their stated objectives.

- Transcript

Every participant who fulfils all requirements of a course will receive 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 through the LILLE Program website, a scanned copy of the transcript will be 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 instead receive a declaration of participation if they so desire.

- Location

All courses are normally held on the main campus of the *Université Catholique de Lille*. Relocation to a non-university



site may occur under certain circumstances. Fieldtrips may be included in some courses to specific places at a short distance from our campus. Students will be notified in advance, and transportation will be covered by the LILLE Program.

- Additional activities

Additional activities booked by participants, outside the Program, are not subject to the *Université Catholique de Lille's* liability, and can only be arranged subject to availability outside of scheduled LILLE Program hours.

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 LILLE Programs is possible in principle, subject to the following conditions:

- Administration fees are normally 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, bank fees, and any exchange rate differences between the time of the payment and the time of the refund.
- In the event of cancellation due to refusal of a visa, program fees will be refunded in full (minus bank fees and any exchange rate differences, as above), provided that the participant informs the LILLE Programs office 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 normally refunded in the event of cancellation less than two weeks prior to the start of the program (except in instances of *force majeure*, see point 6 below).
- For optional field trips and services offered through the LILLE Programs, cancellation fees (25% of cost) apply if the student withdraws after registration but prior to the beginning of the Program. No refund will be offered after the start of the relevant Program session, or for Health and Travel insurance subscribed through the LILLE Programs Office.
- The *Université Catholique de Lille* does not reimburse for airfare; it is recommended that refundable airfare be purchased or airfare be purchased once the program has been officially confirmed.
- The *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 any particular participants, they may cancel their participation in the program and receive a full refund of all fees paid up until that point minus any bank fees or any exchange rate differences between the time of payment and the time of the refund.
- The *Université Catholique de Lille* limits the number of students in electives taught as part of the LILLE Programs. The normal maximum number of students is 25 per course. If an elective is full at the time of registration, affected students will be offered their second choice of course. If no satisfactory solution can be found for any particular participants, they may cancel their participation in the program and receive a full refund of all fees paid up until that point (minus bank fees and any exchange rate differences, as above). Any refund will be issued to the credit card used for paying the program fees at registration.

6. Force majeure

Cancellation of a course or other aspects of the *Université Catholique de Lille's* LILLE Programs may occur as a result of illness or other unforeseen events beyond our control (such as extreme weather, national emergencies, or a pandemic); 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. Protection of personal data

Each participant agrees to the storage and use of personal data for the purpose of the LILLE Program subject to European regulation (EU) 2016/679 of 27 April 2016 regarding the protection of individual personal data, and the "Computing, Files, and Freedoms" law n° 78-17 of 6 January 1978 as amended. Participants' personal data may only be made available to third parties concerning preparation for and organization of the student's stay (such as obtaining a transportation pass and residence or hotel bookings).

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.

