APPLICATION FORM

SUMMER SCHOOL 2014

BRNO CZECH REPUBLIC

2 June – 27 June 2014

*Please keep a copy of this application form for your own reference*
Terms & Conditions

The Summer School is operated by the College of Central Europe.

Application

It is advised that you make your application as early as possible as places are limited. Confirmation of an application is subject to a deposit of the respective fee. The application of a place in the course is regarded as an acceptance of our Terms and Conditions.

Cancellation

All cancellations must be made in writing and take effect from the date we receive such notice. Where a cancellation is made more than 30 days prior to the arrival date, there will be a refund of all course fees paid, minus an administration fee of €300.

Where a cancellation is made less than 30 days prior to the arrival date, there will be no refund, except in the case of valid visa refusal (see details below). Where application is amended less than 30 days prior to the arrival or after the arrival date, there will be no refund for any missed course attendance.

Visa Support and Visa Refusal

Should a student require a visa to travel to Czech Republic, the College of Central Europe will, upon receipt the fee of Confirmation, will issue a Visa Support Letter for a Visa application. If the visa application is refused, then provided we receive a valid visa refusal letter, a full refund will be issued, minus a 10% administration fee. No refund will be given in the instance where one or more of these criteria are not met:

- All necessary documentation must be provided as indicated.
- The visa application must be made with sufficient time prior to the arrival date to allow for the length of the application time as indicated.
- The parent/guardian must be able to demonstrate that all necessary steps were taken to obtain the correct visa.

Promotional materials

Students and parents will be asked to fill out a questionnaire at the end of the course. Photographs or videos of the students in the course and scheduled activities may be taken. The College of Central Europe reserves the right to use these materials in future promotion, unless otherwise stated by the student (more than 18 years old) parent/guardian in writing.

Visiting a student

Family and friends are welcome to visit students or arrange to take them out for a (free) day. Prior to any visit, a 24-hour notice must be given in writing, while the parent or guardian must provide written permission by signing an absence form, in order for a student to be taken out of the School or out of the care and responsibility of our staff during an excursion or a field trip.
Travel Arrangements

All travel details need to be confirmed in writing as do any changes that may occur. The cost of excess baggage is entirely the responsibility of the student and the College of Central Europe will not pay this charge under any circumstances. Please check the airline’s policy before travelling. The cost for visa issuing is also not included in the fee.

Course Rules

What we hope and expect is that all our students will have a Summer School Program to remember, in all its aspects, and will make every effort to show respect at all times to fellow students and members of the College of Central Europe, Summer School staff. The rules outlined below are set to ensure that all the students and staff of the Summer School will able to live the experience of Summer School free from any unpleasant behavior and in safety. However, any student who consistently breaks the Summer School rules will face instant dismissal from the Summer School and will return home at their own expense.

1. Students are expected to attend all seminars, meals, arranged activities and excursions.
2. Personal mobile phones must be turned off during all lessons and scheduled activities.
3. In the hosting hotel, girls and boys may only mix in the designated recreation areas.
4. Any student who leaves the hosting hotel area at any time without permission may be dismissed from the course.
5. All damages to property, equipment and rooms will be charged to the student.
6. Gratuitous or willful damage to School property, hosting hotel property, public property or other students’ property may result in dismissal from the Summer School.
7. Racist or intimidating behavior towards another student or member of staff will result in dismissal from the course.
8. Smoking by students is not permitted.
9. Consumption or possession of alcohol by students is not permitted.
10. Drug-taking or possession of drugs will result in instant dismissal from the Summer School.

Insurance

All students attending the Summer School program must have comprehensive travel insurance.

Liability & Changes

The College of Central Europe has public liability Insurance. Nothing in these terms and conditions shall operate to assume liability of the Summer School unless for personal injury or death caused by the gross negligence of the company or those employed by the company.

The details of the program have been published in good faith and to the best of our knowledge. We reserve the right to make any changes or alterations to any aspect of the course, in the event of unsuitable weather conditions or other factors beyond our control.

Applicable Law

The parties agree that the College of Central Europe Regulations shall apply to the contract and to make serious efforts to reach an amicable solution to any possible dispute.
### STUDENT REGISTRATION DETAILS

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### PARENT/GUARDIAN DETAILS

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Phone number 1 (including country code)

Phone number 2 (including country code)

Email

**ADDITIONAL INFORMATION**

Do you have any allergies? If yes, please give details

Do you take any regular medication? If yes, please give details

Do you have any special dietary needs? If yes, please give details

Name of Parent/Guardian whom we contact in case of emergency

Relation to the student (for example Mother/Father/Aunt/Grandparent/Guardian)

Emergency contact telephone number for the person named above

If there is any other medical issue that you would like us to know about, please write a brief description here:

**TRAVEL AND TRANSFER INFORMATION**

Do you require a visa to travel to European Union?  
- Yes  
- No

If a visa is required, you must provide your passport details. We will include these details in a Visa Support Letter which we will provide once we have received payment of the deposit (for more information see Terms and Conditions).
SUMMER SCHOOL FEES

Tuition fee: €850.00

Including:

- Accommodation (From May 31 to June 29 2014)
- Breakfast (Monday to Friday)
- Course materials
- Course payment
- Lunch (Monday to Friday)
- Opening and closing ceremony
- Study Trip I: Prague Parliament.
- Study Trip II: Bratislava Slovakia Political Institutions.

- Weekends tours:

  - Excursion to Berlin; Germany: €150.00
  - Excursion to Cracow; Poland (Concentration Camps Auschwitz): €150.00
  - Excursion to Vienna; Austria: €125.00
    - (1 night hotel accommodation with breakfast, transport by coach (video / DVD, buffet, health insurance with an extension of 3 million CZK, guide of travel agency for the entire stay, Information materials)

PAYMENT DETAILS

Upon receipt of your application, we will issue your invoice and confirmation e-mail. Please do not send payment until you have received your invoice.
AGREEMENT

The information written above is correct. I agree to the Terms and Conditions of application as stated on this application form.

Name of the Student

Name of the Parent/Guardian

Relation to the Student:

Signed

_________________________  __________________________
STUDENT                     PARENT/GUARDIAN

Place and date:

CONTACT

The College of Central Europe
School of Business and Technology

✓ info@coceeu.eu
✓ admissions@coceeu.eu
✓ www.coceeu.eu
NOMINATION OF THE UNIVERSITY
THE COLLEGE OF CENTRAL EUROPE – SCHOOL OF BUSINESS AND TECHNOLOGY

“SUMMER SCHOOL 2014”

I am writing to confirm that ________________________________

has been chosen to study at the College of Central Europe during the Summer School 2014

I confirm that the above named student is currently studying (Name of the program)

This qualifies them to study at the College of Central Europe; Summer School.

Yours sincerely

__________________________________________

Name and sing of the head of the department

__________________________________________

Name and sing of the head of the department - International Affairs Office.

Place and date: ________________________________