



Terms and Conditions for Educational Programs

Booking

Students are advised to submit their applications and proceed with payment of the application fee as soon as they decide to participate to the program, as places are limited.

Please note that with the exception of non-refundable application fee, no payments should be made to the EPLO prior to the receipt of an admission's letter, which is a written notification accepting applicants to a program.

The admission's letter will be deemed to have been received by you on the next business day after sending the letter. Payment of tuition fees must be made in accordance with the payment terms communicated in the admission's letters. The rule is that the tuition fees are paid in two instalments: the first instalment before the beginning of the programme and the second instalment before the beginning of the second semester.

If payment is not received within the timeline specified in the admission's letter, the EPLO will consider this to be a rejection of its offer and your participation within the program will not be guaranteed.

Any payments made will require you to quote your unique booking reference, which will be communicated to you by the EPLO in the admission's letter. Payment of tuition fees is regarded as acceptance of our Terms and Conditions.

Cancellation

All cancellations must be made in writing and take effect from the date the EPLO confirms receipt of such a notice.

Where a cancellation is made six (6) weeks prior to the official starting date of the program, there will be a refund of the total tuition fees paid. Please note that the application fee is non-refundable as well as the bank transfer costs.

Where a cancellation is made less than six (6) weeks but more than three (3) weeks prior to the official starting date of the program, there will be a 50% refund of the total tuition fees paid. Please note that the application fee is non-refundable as well as the bank transfer costs .

Where a cancellation is made less than three (3) weeks prior to the official starting date of the program, there will be no refund, except in the case of a valid visa refusal (see details below).

Non-attendance of a class or classes due to illness or for personal or professional reasons does not provide the right to a refund of the tuition fee. In such cases fees may not be transferred to other programs, nor to other students.

Cancellation after the commencement of the program will result in the loss of the entire tuition fee.

Any refund will be at the sole discretion of the EPLO. If, due to unforeseen circumstances, the program is cancelled, you will receive a full refund of the tuition fee. The EPLO reserves the right to cancel the program at any time before commencement. A full refund of the tuition fee will be made to you in such circumstances within a reasonable time frame.

Visa Support and Visa Refusal

Should a student require a visa to travel to Greece, the EPLO will, upon receipt of **first instalment**, 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 the non-refundable application fee and any bank transfer fees. No refund will be given in cases where one or more of the following criteria are not met:

- All necessary documentation for visa issuance must be provided as indicated.
- The visa application must be made within sufficient time prior to the arrival date to allow for sufficient time to be processed as requested by the competent authority.
- The applicant must be able to demonstrate that all necessary steps were taken to obtain the correct visa.

Promotional Materials

Students will be asked to fill out a questionnaire at the end of the course. Photographs or videos of the students in the program may be taken. The EPLO reserves the right to use such material in future promotion, unless otherwise stated by the students in writing.

Course Rules

The rules outlined below are set to ensure that all the students and staff of the program will be able to enjoy the program in a safe and friendly environment.

Any student that breaks the program's rules as listed below will face instant dismissal from the program and will return home at their own expense:

1. Students are expected to attend all sessions and exams. In case of failure at exams students are requested to pay retake fees.
2. Personal mobile phones cannot be used during all lessons and scheduled program activities.
3. All damage to property, equipment and rooms will be charged to the student.
4. Damage to the EPLO's property, hotel property, public property or other students' property may result in dismissal from the program.
5. Racist, discriminatory, sexually inappropriate or intimidating behaviour towards another student or staff member will result in dismissal from the program.
6. Consumption or possession of alcohol by students in the EPLO premises is not permitted.
7. Drug-taking or possession of drugs will result in instant dismissal from the program.
8. Students must dress appropriately at all times while on the EPLO premises or during offsite excursions organized in an official capacity by the EPLO.

Insurance

All students attending the program must possess and provide evidence of comprehensive travel insurance and must sign an insurance waiver prior to attending the program.

Liability & Changes

The European Public Law Organization has public liability Insurance. Nothing in these terms and conditions shall operate to assume liability of the EPLO unless for personal injury or death caused by the gross negligence of the Organization or those employed by it.

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 program.

Applicable Law

In case of dispute, the parties agree to make a serious effort to reach an amicable solution. In the event of legal proceedings, the Rules and Regulations of the EPLO shall apply.