

Regulations UVic-UCC International Summer Term Courses

Enrolment: Application (1) and Registration (2)

1. **Applications** can only take place via the website by submitting the completed application form.

To be admitted to University of Vic – Central University of Catalonia (UVic-UCC) **International Summer Term Courses**, students must be enrolled in any university in the world or be university graduates, and have sufficient knowledge of the programme's language of instruction.

Applications via the website without immediate online payment will be considered as provisional applications. Following the provisional application, the participant will receive information about the payment options. The participant cannot derive any rights from the provisional application.

2. By submitting the application form the participant declares to have received these regulations and in addition declares himself/herself in agreement with its contents.

3. **Registration** will be complete once the university has received all of the required documents and the payment has been made.

4. The reception date of the full payment will be considered as the enrolment date.

Placement and admission

5. Placement will be based on the order of payment (first come, first placed). You can only be sure of your place after we have registered payment in our account.

6. Students carry responsibility for their own insurance. Please make sure your own insurance covers health insurance, liabilities, and accidents that may occur during your stay in Barcelona. UVic-UCC does not accept any responsibility for such risks as injury, illness, loss or damage to property, accidents, etc.

Cancellation by the UVic-UCC

7. The UVic-UCC reserves the right to cancel the course. The UVic-UCC will within one week after the closing date (for registration) of the course either in writing or by e-mail inform participants of a cancellation due to lack of interest. Participants should keep this in mind when making travel arrangements; any expenses made other than course and housing fees, will not be reimbursed.

If an entire programme is cancelled, any fees that have been paid shall be reimbursed within fifteen days from the day that the UVic-UCC receives the student's bank account number for the refund.

Cancellation by the participant

8. Costs will be owed in the event of cancellation or if the participant interrupts the course or ends it prematurely. These costs are as follows:

- If the participant cancels more than 4 weeks before the start of the course, he/she will have to pay 35% of the full course fee (including housing).
- If the participant cancels within 4 weeks before the start of the course, he/she will have to pay the full fee/accommodation.

Terms of payment

9. The UVic-UCC must have received the course fee owed before the first course session.

After your application has been accepted by the course coordinator, you will receive a payment request by e-mail.

You can pay online by credit card (Visa or MasterCard), or by wire transfer. To secure your place you should pay as soon as possible within 10 days, after you have been accepted. You will receive a notification after we have registered your payment.

If an institution pays for your course you can generate an invoice in your account containing the address details of that institution.

It is not possible to pay in cash on the day of your arrival.

Placement will be based on the order of payment (first-come first-served). You can only be sure of your place after we have registered the payment in your account.

10. If the course fee is not paid on time, the UVic-UCC shall be authorised to ban the participant from the course until the obligation to pay has been fulfilled.

Final provisions

11. In those cases for which the terms and conditions of registration do not provide, the course coordinator will decide in reasonableness and in fairness.

12. Any disputes resulting from the agreement between the participant and the UVic-UCC that cannot be resolved in mutual consultation, or any issues that are not covered by these regulations shall be resolved and interpreted by the Vice-Rector for International Relations and Lifelong Learning.

Disclaimer

The UVic-UCC, its organizers, staff, lecturers, and teachers shall not be held accountable for any damage to personal property or for any injuries suffered by participants during the project.

Important

In case of misbehaviour, the organizers of the International Summer Term Courses reserve themselves the right to dismiss a participant from the program. Misbehaviour constitutes e.g. attacks and insults on other participants, staff, or other third persons, drug abuse, excessive alcohol abuse. The dismissal of a participant from the course is solely at the discretion of the organizers. Should a person be dismissed from the UVic-UCC, no fees will be refunded to him/her.