**Application Instructions & Checklist**

 **Instructions**

* Please COMPLETE (by computer), SIGN and DATE the application form.
* Email completed application package (application form + required documents) to: esp@univ-catholille.fr **before 10 December 2016**.
* Failure to submit all required documentation and payment (in euros) with the application form may lead to delays in processing.
* **Complete application package only will be processed.**

**Application Package Checklist**

* **Completed application form**
* A **photocopy of your passport** – picture + identification

**Payment**

* Once you have submitted your application, you will receive a ***Welcome email*** that will confirm that we have received your application.
* You will receive, a few days later, **payment instructions** for you to pay for the program (*only by credit card*).
* Please note that **your application will only be confirmed once you have made your payment online**.
* If you have subscribed to any optional activity (week-end in Paris, accommodation, Health and Travel Insurance), **you will receive further payment instructions in another email**.
* **All payments** (program fees and optional activities) **will need to be settled at the latest when we close registration (10 December) or your participation to the unpaid items will be cancelled**

**Application** F**orm**

**ALL SECTIONS OF THIS FORM MUST BE COMPLETED**

**An email of admission** will be emailed to accepted students. Visa letters can be mailed on request.

**Personal Information and Mailing Address**

**Protection of Privacy** - The personal information requested on this form is collected under the authority of the Loi “Informatique et Libertés” and will be protected. It will be used for the purpose of administering study abroad programs only.

|  |  |
| --- | --- |
| **Last (family) Name** |       |
| **First Name**  |       |
| **Date of Birth**  |       (dd/mm/yyyy) |
| **Country of Citizenship**  |       |
| **Gender**  | [ ]  Female [ ]  Male |
| **Address****(Street Address,****Apartment Number,****Box Number)** |       |
| **City or Town**  |       |
| **Country**  |       |
| **Postal or Zip Code**  |       |
| **Home Phone Number** |       |
| **Permanent Email** (will be used to contact you) |       |

**Emergency Contact Information**

|  |  |
| --- | --- |
| **Name** |       |
| **Relationship to Student** |       |
| **Address** |       |
| **City** |       |
| **Postal or Zip Code** |       |
| **Country** |       |
| **Home Phone Number**  |       |
| **Cell Phone Number** |       |
| **Fax Number** |       |
| **Permanent Email** |       |

**Academic Information**

|  |  |
| --- | --- |
| **University of Origin** |  |
| **Year of Study at University** |  |
| **Address** |  |
| **Country** |  |
| **Email address** |  |
| **Contact person** |  |
| **Major** |  |
| **Minor** |  |

**Cost of the Program**

[ ]  PROGRAM 1200 Euros

[ ]  ACCOMMODATION + 600 Euros

[ ]  STAY IN PARIS (27 TO 29 JANUARY) + 250 Euros

[ ]  FULL COST (program, accommodation and Paris) 2050 Euros

* **Optional service:**

[ ]  HEALTH AND TRAVEL INSURANCE + 75 Euros

[ ]  I certify having subscribed to travel and health insurance for the duration of my stay in France.

[ ]  I understand that by ticking these boxes, I am registered in the relevant optional services and, in the case that later I choose not to take part in these activities, cancellation fees may apply (please see our Terms and Conditions for more information).

**Practicalities**

* **Specific needs:**

**Have you got any disability or specific needs?**  [ ]  No [ ]  Yes (please specify:       )

**Specific health problems?** [ ]  No [ ]  Yes

 (Please specify:

 Medication that ESP should be informed of:

**Diet:** If you have a particular diet (vegetarian, vegan, other), please specify here:

Whilst we can make no dietary guarantees, we will take this information into account as far as possible.

* **Other:**

**Have you ever studied abroad?** [ ]  No [ ]  Yes (where and for how long? )

|  |  |
| --- | --- |
| **How did you find out about us?**  |       |

Student's Signature

After carefully reading the details of the European Winter Program of Université Catholique de Lille, I have decided to apply.

[ ]  **I have read and agree to the Terms and Conditions below**

|  |  |
| --- | --- |
| **Date**  | **/   /** (dd/mm/yyyy) |
| **Print Name**  |       |
| **Signature**  |  |

**THANK YOU FOR YOUR APPLICATION TO**

**THE EUROPEAN WINTER PROGRAM.**

**WE ARE LOOKING FORWARD TO MEETING YOU!**

**GENERAL TERMS AND CONDITIONS FOR THE EUROPEAN WINTER PROGRAM**

The fee-based European Winter 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 Winter Program. The terms and conditions of any and all of 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 through completing the EWP form.

Application deadline is 10 December 2016.

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 (10 December 2016). 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 Winter Program of Université Catholique de Lille  to subscribe Health, Travel and Repatriation Insurance for the duration of the program. The  European Winter 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. 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.

**4. Cancellation/Refunds/Changes**

Cancellation of participation in the European Winter Program is possible in principle, subject to the following conditions:
•   Administration fees (300€) are non-refundable.
•   In case of cancellation up to 2 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.

•  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 (100€), Accommodation (100€), Health and Travel insurance (no refund after subscription by Université Catholique de Lille).

•   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.

•   If some fees are to be refunded, refund will be made on the credit card used for paying the program fees.

**5. Force majeure**

Cancellation of a course or other aspects of Université Catholique de Lille’s European Winter 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 4.

**6. 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.

**7. 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 is not made available to third parties.

**8. 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.