

(RE)INTEGRATION ADVANCED TRAINING COURSE

7 to 14 July 2019 in Barcelona, Spain

Terms and conditions

This course is jointly organized by the Barcelona International Peace Center (BIPC) and Transition International (TI).

Privacy Policy

Privacy Policy for the Barcelona International Peace Center (BIPC)- please see/click here: [Link](#)

Privacy Policy for Transition International (TI) – please see/click here: [Link](#)

1. Application procedure

Each applicant must complete the application form for the training course. You will receive an e-mail acknowledging receipt upon completion of the form. All applicants are assessed against the course participation criteria. BIPC & TI will notify you of the acceptance or rejection of your application or, if insufficient information was provided in the application form, request further information within one week of receipt of the application form. You are not registered for the training course until you receive notification of acceptance.

2. Confirmation of attendance

Accepted applicants will receive an official acceptance email, to which they must reply to confirm their attendance. If the applicant fails to confirm attendance, BIPC&TI reserve the right to admit another applicant in his/her place.

3. Payment of course fees

Collection of course fees is administered and managed by Transition International.

TI will send an invoice for your course fees within seven days of receiving your confirmation of attendance. Confirmed participants will then be liable for the whole fee unless TI receives written notification of transfer or cancellation (see below).

TI requires full payment of fees before the deadline indicated on the invoice.

Invoices are issued (and must be paid) in Euros (EUR) unless otherwise agreed.

The invoice must be settled via bank transfer. Detailed instructions on the payment will be communicated by email and on the invoice. It is only after receiving your payment that your place on the course is secured.

4. Transfer or cancellation

We understand that the nature of our work is unpredictable and that circumstances may prevent you from being able to attend a course you have registered for.

We are able to provide several options for handling such situations, subject to the following rules:

More than 1 month before the course start date

Transfer to another qualified candidate (subject to approval by BIPC & TI): No transfer charge

Transfer to a later date¹: No transfer charge

Cancellation: TI will refund 50% of the received fee minus bank charges

¹ For transfers to a later date, participants are able to participate in any course of TI for which they are accepted within one year of the original course. If the participant does not attend a course within the prescribed one-year time period, no refund will be made.

Less than 1 month before the course start date

Transfer to another qualified candidate (subject to approval by BIPC & TI): No transfer charge

Cancellation: TI will not be able to refund any portion of the course fees.

If the invoice is unpaid at the time of transfer or cancellation, you will still be liable for the amount corresponding to the transfer or cancellation administration fee.

5. Cancellation or changes of events by BIPC & TI

BIPC & TI reserve the right to change advertised details of the training course.

If a course has to be cancelled due to insufficient number of participants or due to any other unforeseen circumstances, all participants will be informed at least 1 month before the course is due to take place. TI will reimburse all course fees paid or, upon agreement with the participant, transfer the fees to a later training course.

If the dates of a course have to be changed, applicants may request a full refund if the new dates are not convenient or request a transfer to a different training course.

Apart from course fees, BIPC & TI are unable to compensate for any other costs incurred, such as visa and travel insurance, flights and accommodation.

6. Visa applications

The training course will be held in Barcelona, so it is sometimes necessary for participants to obtain a visitor visa in order to attend. The visa application process can take up to six weeks. Therefore, we suggest that participants contact the relevant visa authorities as soon as possible to obtain their visa before the training.

Important note: BIPC & TI do not provide a visa service and cannot obtain visas on your behalf. The responsibility and associated risks for this are entirely the responsibility of the participant. However, BIPC & TI are able to assist you in your visa application process. Please read the visa policy below which explains: how the BIPC & TI can help, what the BIPC & TI can do, and the information the BIPC & TI needs from you.

Extent of BIPC & TI's responsibility

BIPC & TI will provide a visa support letter to the relevant Embassy or consulate.

The letter will contain the following:

Headed notepaper with BIPC & TI's addresses and contacts

Confirmation that the named individual has been selected for the BIPC & TI training course and has accepted their place

Confirmation of the dates and location of the training course.

The letter will be sent:

To the applicant as a PDF file by e-mail or by fax, free of charge

To the applicant by courier or registered post (if required), at a cost to the applicant

Directly to the Embassy or consulate via e-mail.

BIPC & TI do not accept responsibility for the following:

The named individual's stay in the country and is not acting in the role of a sponsor

Any failed visa applications

Conditions for providing support for entry visa applications

Support is provided:

Only to the named individual registered to attend the training - the support is not extended to family, friends or others wishing to travel (except if the participant requires a carer or chaperone to attend the training)

On the understanding that the named individual has allowed sufficient time for the visa application process (at least 35 days prior to the training date is recommended). It is the applicant's responsibility to check the relevant timing before confirming their booking

BIPC & TI will require the following information to prepare a visa support letter:

Full name:
Date of Birth:
Gender:
Citizenship:
City and country of residence:
Passport number:
Passport Date of Issue:
Passport Date of Expiration:
Current employer:
Current job title:
Tentative travel dates (IN and OUT):
Telephone number:
Preferred email address:
Invitation letter shall be addressed to the Spanish embassy/consulate in: [country]

BIPC & TI will add your contact details to our confidential and secure participant database. You will also be automatically added to our electronic newsletter distribution list; from which you may unsubscribe at any time.

7. Payments made in error

Any payments made in error will be repaid in full, minus any eventual transaction fees charged by financial institutions, if brought to the attention of TI within 30 days of making the payment. If you have made a payment in error, please contact us.