

# COURSES MOST MANAGEMENT REGISTRATION TERMS & CONDITIONS

By registering for the course, the participant accepts the terms and conditions detailed below:

- The Escola does not accept participants under age 18 on the starting date of the course. The participants coming from universities or training centres should always be accompanied by a teacher of the same centre.
- The course includes what is detailed in the full course programme. The programme might be subject to change due to external circumstances. The schedule of arrival in Barcelona is approximate. The organisation does not take any responsibility for possible delays that may happen and that could affect the connections to other means of transport.
- Reservations will be accepted by strict order of reception until the *numerus clausus* is reached. A reservation will only be completed when FULL PAYMENT has been received.
- If the course is on board, the Escola **will not be held responsible for denied boarding** due to the following causes:
  - the data entered in the registration form are incorrect;
  - the participant does not hold a [regular and valid travel document](#)
- If, due to circumstances of force majeure, the ship cannot sail, the participants will be accommodated in a hotel and the course will be held in the Escola's classrooms in Barcelona.
- We suggest you bring your **European Health Insurance card**. In case you are not European, please make sure you have a **travel insurance**. Expenses related to medical assistance or transfer in case of illness must be covered by the participant.
- The attendance at lectures and visits is compulsory. Punctuality is required. Once the lecture has started, the access to the room will not be allowed. Active participation in the course is required in order to obtain the course completion certificate.

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## CANCELLATION & REFUND POLICY:

1. All booking cancellations must have reasonable excuses.
2. The cancellation must be requested in writing (e-mail: [info@escolaeuropea.eu](mailto:info@escolaeuropea.eu)) before the course begins. The Escola has to confirm the request's reception.
3. Refunds are possible if the notification is received:
  - More than 15 days before the course starting date: the registration amount deducting 100€ (cancellation fees) will be refunded.
  - Between 7 and 15 days before the course starting date: the registration amount deducting 200€ (cancellation fees) will be refunded.

If the notification is received less than 7 days before the course or in case of "no-show", there will NOT be any refunds.

## ACCOMMODATION & MEALS:

- Accommodation on board will be in an outside double/triple cabin upon availability (unless a single cabin has been booked).
- The menu included in the course fee is the "[Business Menu](#)". The meals included are: 3 breakfasts, 2 lunches and 3 dinners.

**CONTACT:**

[info@escoleuropea.eu](mailto:info@escoleuropea.eu)