



Terms and conditions for ICRA course candidates with own or sponsor funds

Please read the information below carefully.

General information on the course

- Our training methods are participatory and stimulate you to take an active part in the learning process. While ICRA is devoted to enable your learning, we would like you, as a professional, to take responsibility for the change you like to see.
- We are passionate facilitators of result-oriented learning. It is important for us that you have a stimulating and engaging learning experience. Our trainers are also consultants; they understand your reality and the challenges you face in your work.
- The duration of the course is indicated in the course schedule. Course hours are from 9.00 am until 5.30 pm (latest).
- The group size varies from 10 to 20 participants. Course participants usually have different cultural backgrounds, which adds to an enabling environment for exchange of experiences and learning.
- After having participated actively in the course, you will receive a certificate of attendance.

Course and visa arrangements

1. Upon approval of your application by the selection committee we will send you a provisional admission letter accompanied by an invoice for advance payment of the course fee. In case you have a sponsor, we will require a guarantee letter from your sponsoring agency.
2. Only after receipt of the invoiced amount ICRA, will confirm your participation and send you a formal admission letter. In addition, we will make arrangements (see Annex 1) for your:
 - a. Accommodation (full board), if requested
 - b. Health insurance

We will then send you the hotel booking (if applicable), the health insurance policy, and the formal admission letter. These documents are required for your visa application.

3. To apply for a visa, the candidate must have a passport that is valid for at least three months after the end of the course.
4. We recommend you to start the visa procedure well in time as this can take up to six weeks, in few countries up to three months, due to EU immigration rules. Please consult the visa desk of the Netherlands Embassy (or its representative in your country) for the exact procedure and additional documents that may be required (e.g. an employer's letter).
5. The candidate must comply with the immigration procedures of the Netherlands. Participation to the course will be cancelled if the candidate does not comply with these immigration procedures or cannot obtain a visa for any reason.
6. The candidate is required to leave the Netherlands as soon as possible after the end of the course period and/or related work.



7. ICRA reserves the right to make minor adjustments in the full board hotel arrangement in connection with field visits and excursions.
8. ICRA does not accept any responsibility for such risks as loss of life, accidents, illness, loss of property and theft incurred in relation to your participation in this course.
9. In case of cancellation of participation by the candidate, ICRA will charge the candidate 25% of the tuition fee and the costs made by ICRA that are non-reimbursable (e.g. accommodation).

When you cancel your participation within:

- a. Two to four weeks before the start of the course, 50% of the tuition fee will be charged
- b. Two weeks before the start of the course, 90% of the tuition fee will be charged

Please note, that if cancellation is due to problems obtaining a visa, our cancellation regulations apply as mentioned above.

10. In case of cancellation by ICRA (at least 5 weeks in advance), ICRA will offer the candidate a place in another course of ICRA that is scheduled within 9 months of the original course dates, when feasible. If there is no agreement on an alternative course opportunity, ICRA will reimburse the amount paid to ICRA – minus the non-reimbursable costs – directly to the party that paid the invoice.

Annex 1

Costs covered by the full invoiced amount paid to ICRA for this 3 week course:

Tuition fee	Fully covered
Full board accommodation for the duration of the course booked by ICRA, when requested	Fully covered
Health insurance (arranged by ICRA)	Fully covered
Android tablet – learning material	Fully covered
Visa costs	Not covered
National and international travel including flights	Not covered
Personal allowance	Not covered