

## Terms and conditions for ICRA courses for Nuffic Scholarship holders

Please read the information below carefully.

### General information

- 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, you, as a professional, have the responsibility for the change you like to see.
- We are passionate facilitators of result-oriented learning. It is important for us that you gain 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 days in the Netherlands are from 9.00 am until 5.30 pm (latest), while in the South course days are usually from 8.00 am until 4.30 pm. The course coordinator might adjust these time schedules slightly, especially during fieldtrips the schedule may differ.
- The group size varies from 10 to 20 participants. We strive to have participants with different cultural backgrounds, to promote an enabling environment for exchange of experiences and learning.
- After having participated actively in the course for the full duration of the course, you will receive a certificate of attendance.

### Course arrangements

1. ICRA will ask the candidate to agree with the ICRA & Nuffic scholarship terms and conditions and confirm his/her availability for the full duration of the course before the candidate is formally admitted to the course. In addition to ICRA's terms and conditions, the regulations of the [OKP](#) or [MSP](#) scholarship programme will be followed.
2. Only after the candidate's participation in the course is confirmed, ICRA can provide a formal admission letter which is required for the visa application. In addition ICRA will make arrangements for:
  - a. Accommodation
  - b. International flight bookings and
  - c. health insurance.
  - d. disbursing the relevant reimbursements that are part of the scholarship to scholarship holdersICRA will send the hotel and flight bookings and the health insurance policy together with the formal admission letter to the candidate. These documents are required for your visa application.
3. ICRA reserves the right to make minor adjustments in the hotel arrangements in connection with the course programme.

4. During a course in The Netherlands, you are supplied with an android tablet. Upon receipt you are requested to pay a 90 Euro deposit
5. The implementation of specific scholarship conditions and regulations may differ between course providers. Therefore no rights can be claimed to conditions and regulations used by other providers.
6. ICRA reserves the right to cancel or reschedule the course, until two months before the start of the course.
7. We strongly advise you to consider to take out a cancellation insurance to cover any costs made by you personally in relation to your participation in this course, as these costs will not be refunded by ICRA in case of cancellation. In addition it may help you to cover the cancellation charges when you need to cancel your participation. Please read the cancellation conditions below.

### Visa application and immigration

1. To apply for a visa, you must have a passport that is valid for at least three months after the return flight home again.
2. We recommend you to start the visa procedure well in time as this can take up to six weeks and in few countries up to three months, due to EU immigration rules. Please consult the visa office of the Embassy (or its representative in your country) of the country where the course is taking place for the exact procedure and additional documents that may be required (e.g. an employer's letter).
3. You must comply with the immigration procedures of the country where the course is taking place. Your admission will be cancelled if you do not comply with these immigration procedures or cannot obtain a visa in time for any reason.  
You are required to leave the 'course' country as soon as possible after the end of the course.

### Cancellation

In case you cancel your participation (after you confirmed your participation to us earlier), **less than one month before the start of the course and in case of no show, ICRA will charge you personally 100% of the tuition fee.**

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

### Non-liability

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 a course.