

ENROLMENT FORMS

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Participant Information

EURASIA-ID

First Name(s) Surname m f

Date of Birth Place of Birth

Address (street, block, no. of house, etc.)

City Postcode

Country

E-mail

attach passport photo

I hereby confirm my wish to participate in the following programme:

- Winter Camp 2018/19** (30.12.2018 - 09.01.2018)
- Optional: Trip to Paris** (30.12.2018 - 14.01.2018)

Services included in all Camps:

During the Camp:

- Accommodation with full board
- Health, accident & liability insurance
- Airport transfer & public transport pass
- Entrance fees and local travelling expenses
- Activities program and tours
- Intensive German language courses
- Course material
- Certificate

Pre-arrival support:

- Visa documentation (for non-EU students)
- Provisional insurance coverage
- Courier charge

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Data protection paragraph

I hereby confirm that I am in agreement with my personal data being used for the contractual fulfilment and payment of all programmes and services booked herewith in accordance with the EU-GDPR. The full EURASIA data protection policy is available on request from datenschutz@eiie.eu

I confirm with my signature that I am in agreement with the terms and conditions of the contract overleaf and am able and willing to pay all fees as set out in the terms and conditions. I hereby authorise EIIE to process and settle accounts for all coaching expenses arising in accordance with §3 above by order and on account of the aforementioned local cooperation partner for the services provided.

Date, Place

Signature

Participant Signature (or of parent/guardian if under 18 years old)

Emergency contact person (parent or guardian) 1

First Name(s) Surname m f

Relationship to participant

E-mail Telephone

whatsapp

Emergency contact person (parent or guardian) 2

First Name(s) Surname m f

Relationship to participant

E-mail Telephone

whatsapp

Optional services

Does the participant have special dietary needs / intolerances to food,? (if yes please specify)

Does the participant have any disabilities? (if yes please specify)

Does the participant have any medical conditions or need to take any medication? (if yes please specify)

Permission for participation

I authorize my child to participate in the sport activities, incl. water sport activities, basketball, etc.

My child is not allowed to participate in any sport activities

.....

I confirm with my signature that all information on this form is true and complete to the best of my knowledge.

1. Parties of Contract

- a. EIIE EURASIA Institute for International Education, registered as a private supplementary school with the Berlin Senate according to § 102 of the Berlin Schools Act at the address Siemensdamm 62, 13627 Berlin, Germany and represented by the Director Andrew Geddes.
- b. Winter Camp participant and his/her legal guardian or parent.

2. Rules and Regulations

The participant agrees to respect the following rules and regulations concerning the camp and is aware that the school reserves the right to take disciplinary action in the case of these rules and regulations not being respected.

- a. The school accepts responsibility for taking care of the participants during the winter camp. The winter camp begins with the airport transfer and ends once the participant has entered immigration at the airport to leave Berlin. Legal minors will be accompanied at all times during the day. It is not permitted for legal minors to leave the group or their group leader at any time. Should the participant leave the group of their own accord without permission, the school will no longer accept responsibility. If the student is travelling as part of a group then the chaperone accompanying the group is responsible for the student's health and safety.
- b. Juniors who are living with a host family will not be accompanied coming to school and going back home after special activities and will be responsible for their own safety here.
- c. The school may provide rooms in hostels, which will meet normal standards of cleanliness expected in a normal German accommodation. Three meals will be served a day. German breakfast (usually consisting of bread, cheese, sausage, jam, with tea, coffee or soft drinks, etc.) will be available at the accommodation. Depending on the activities of that day, a lunch (German or International) and Dinner (German or International) will be served in the accommodation or an external restaurant. During day-trips, participants may receive a lunch package or lunch money for that day. Participants will be accompanied during meals. Special dietary needs MUST be written in detail in this contract – failure to do so will mean that EURASIA cannot guarantee meeting these needs.
- d. The lesson plan will be given to the pupils on arrival. Lessons take place in the morning or afternoon. All participants must come punctually to the lessons. In case of sickness, the group leaders should be informed immediately, so that the parents can be informed and consulted. Usually lunch will be served directly after the morning classes and before afternoon classes or activities. Afternoon activities generally begin at 2pm. There will be at least one activity every day and at least one full-day excursion each weekend. The daily program will end around 6pm, depending on the nature and location of the activities as well as on the weather. Evening activities are offered on some days only. The pupils must not leave the accommodation or the group at any times. The provisional program will be released after confirmation of booking. EURASIA reserves the right to make alterations in the program and adjustments to the timetable.
- e. All students must have a valid travel insurance including liability, health and accident insurance without any excess. This policy is provided by EURASIA. All information relating to medical conditions relating to the health and safety of the participant must be given to EURASIA in writing on this form when making the booking. In the case of important information not being given to EURASIA, the school cannot accept any responsibility for the consequences.
- f. The students agree to follow the German laws and behave appropriately and respectfully towards the organizers and others. The use of alcohol, drugs and tobacco by the participants is not permitted at any time (see Behaviour Agreement on page 6). If not followed, the organizers reserve the right to exclude participants from activities and in severe cases send them home. The cost of the return must be borne by the legal guardians.

3. Conditions of Application

- a. On receipt of the application form, EURASIA will issue an invoice to the applicant and confirm the booking. After confirmation of booking, the applicant should transfer full fees to the account of EURASIA within 7 days. The final confirmation along with documents necessary for visa application (where applicable) will then be sent to the applicant by courier.
- b. (Non-EU only) In the case of visa refusal EURASIA will make an appeal, if this fails then all fees paid will be refunded provided that the visa was refused in written form by the German Embassy or Consulate after deduction of the application fees, appeal fee, courier fees and bank charges. In order to make the refund we require the original letter of refusal from the embassy, a copy of the student's passport with all relevant pages and all original documents given to the student for visa application. 4.1. In the case of cancellation for any other reasons apart from visa refusal, the following charges will be made: 35% of total fees up to 30 days before, 80% up to 15 days before and 100% up to 7 days before commencement of the course.
- c. Any non-returnable reservation fees payable to third-parties such as hotels will be mentioned in the invoice and are non-returnable under any circumstances.

4. Exclusion of liability

Participation in the camp is subject to one's own risk. By signing this document the legal guardians agree to relieve the organizers and authorized persons from legal consequences, if no gross negligence can be proven. That means if the organizer or any authorized person has not acted with negligence, intent or due to violation of their duty of supervision, the organizer cannot be subjected to legal or financial claims and the guardian agrees to be responsible for risks or additional cost that might incur. This extends to the personal belongings of the participant. The organizers cannot be made responsible for any personal belongings that might be damaged or lost by the participant (e.g. pocket money, luggage, phones, etc.). Furthermore we are not liable for damages caused by third parties.

5. Validity of Contract:

- a. If the minimum participation number has not been reached by the application deadline, we reserve the right to cancel the camp at this point. The deadline for applications will be at least two months before the arrival day. A full refund of all fees paid will be issued.
- b. If unforeseen circumstances (e.g. visa refusal) cause the participation number to drop below 70%, we reserve the right to cancel the camp up until two weeks before the arrival day. In this case the organizers will offer a suitable alternative during the same time period. If the participant does not accept the alternative offer, a full refund of all fees paid will be issued.
- c. For Tailor-Made camps, the price quoted is valid for the number of participants originally agreed upon. If fewer participants end up joining, the organizer reserves the right to adjust the final prices and/or to change the planned activities according to the adjusted budget.
- d. This contract is valid from the date of signing by the student or by guardian in case of legal minors. Should any disputes arise out of this contract, such disputes will be regulated according to German law. Place of jurisdiction is Berlin, Germany.

I confirm with my signature that I am in agreement with the terms and conditions of this contract overleaf and am able and willing to pay all fees as set out in the terms and conditions

Date, Place Signature Participant

Social Media Permission Form

I consent that the EII EURASIA Institute for International Education GmbH may use photographs or videos of me, taken on the dates indicated below, on their social media tools which includes but is not limited to their Facebook page.

For full-aged participants

male female

Surname Name

Date of Birth (day/month/year) Email

Date, Place Signature

For legal minors

Participant's Information

Date of Birth (day/month/year) male female

Telephone Email

Guardian's Information

Date of Birth (day/month/year) male female

Telephone Email

Datenschutzerklärung / Data Protection Statement

Hiermit erkläre ich mich damit einverstanden, dass meine Daten gesammelt und archiviert werden. Sie werden ausschließlich für den Zweck der Campanmeldung verwendet und nicht an Dritte weitergegeben.

I hereby confirm that I am in agreement with my personal data being used and archived. They are exclusively used for the purpose of camp registration and are not passed on to third parties.

Date, Place Signature of the Guardian

Arrival Form

- Please send this completed and signed form (scan) by Email to: arrivals@eurasia-institute.eu
- This form must be received by EURASIA at least 20 working days before you arrive in Berlin.

Personal Details

EURASIA Representative EURASIA ID Gender: m f

Passport number Student Email

Student mobile number Emergency contact number

Please bring your passport and one copy of it along with you to Germany!

Arrival Details

Arrival at airport TXL (Berlin Tegel) SXF (Berlin Schönefeld)

IMPORTANT: Please make a reservation but do not confirm your flight booking until you have reconfirmed the time and port of arrival and departure with our team!

Arrival time: (24h clock: e.g. 19:30) Arrival date in Berlin

Departing from Flight number

Different place of arrival

"Standard Transfer" For arrival between 7am and 7pm - Free of Charge -

Transfer out of these times 90 € per transfer

Departure Details

Departure time (24h clock: e.g. 19:30) Departure date

Departing from Flight number

IMPORTANT: If you have booked the "Paris" option, return flights must be booked from Paris, not Berlin

Conditions of service and declaration

The EIIE EURASIA Institute for International Education GmbH will not take any responsibility, if any of the conditions listed below are not met:

1. You must accept your offer, pay your tuition fees, have confirmed flight details, and your visa must be issued prior to requesting this service.
2. This form must be received by EURASIA 20 working days before you arrive in Berlin. Service will not be guaranteed if the form is not submitted in time.
3. Incomplete forms will not be processed.
4. Notify EURASIA if any details stated on this form change.
5. If you have any questions please call us at 0049 30 43 72 72 11 47 (Camp Manager)

Date, Place Signature

Participant Behaviour Agreement

So that everybody can have a good and enjoyable time during the camp please read this and sign at the bottom to commit yourself to the rules and regulations given below. If you are a legal minor, your parent or guardian must also sign.

At the camp it is strictly forbidden to:

- Smoke
- Drink alcohol
- Consume drugs

The parents of any participant caught using the above substances will immediately be contacted and flight arrangements will be made to send the participant home. All costs for this will be paid by the family.

Please also note the following will result in an official warning:

- Abusive, rude or loud behavior
- Disturbing the night curfew
- Missing classes or activities
- Appearing late for classes or activities

The camp management team reserves the right to take the following actions in the case of any of the above rules being broken:

- Your participation in activities and excursions may be cancelled
- Your certificate of participation may be withheld
- You may be moved into different accommodation
- You may be sent home in case of consistently breaking the rules

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I have read and understood the above rules and agree to abide by them. I have understood the consequences resulting from breaking the above rules.

Date, Place

Signature of student

I have read and understood the above rules and agree to pay for any additional costs resulting from my child breaking them including costs for rebooking the return flight.

Date, Place

Signature of parent/guardian

EURASIA Camp Management

– Guidelines for Chaperones

In addition to our own teaching and supervisory staff, we also provide free places for chaperones accompanying school groups as follows:

Per Group of 15 Students – 1 chaperone free of charge

Group of 10-14 students – 50% of costs for chaperone to be paid by school/group

Group of 5-9 students – 75% of costs for chaperone to be paid by school/group

Group of 1-4 students – 100% of costs for chaperone to be paid by school/group

As a chaperone you will play an important role in co-supervising your group members which is vital to guarantee the well-being and safety of the participants. We therefore ask you to read through the following statement carefully, sign it and send it in with the application form:

1. Cooperation with the EURASIA staff:

- You play an important part in creating a positive camp experience and will work together with the camp manager and camp personnel.
- You have been included in the personnel planning as a chaperone we will inform you in a daily meeting about the activities and tasks you are responsible for.
- Please make sure to maintain open communication with the EURASIA staff and accept EURASIA's guidance and supervision concerning your tasks.

2. Duties as a Chaperone:

- As a chaperone, you serve as a positive role model for youth and commit yourself to exhibit appropriate behavior.
- At the same time you are responsible for students behavior during all activities and trips, as well as during their stay at the camp.
- At night you are responsible for ensuring that all your group participants respect the night curfew in particular with regards to other guests on the campus / at the hostel.
- Punctuality and organisation is important for the smooth running: you are responsible for making sure that all your students are on time for all planned events beginning with the wake-up call, breakfast, lunch, dinner, German lessons, activities, trips and any other scheduled events.

3. During the activities:

- Most of the time you will not partake in the activities as an active participant. Your task will be to supervise the students (to check if they need anything, to check that they feel good and behave properly, to help them if they need anything). If you observe any problem (improper behaviour, fights, accidents, misunderstandings) you are expected to intervene and inform the EURASIA staff immediately.

- Be informed about the activity program and help EURASIA staff during its coordination (by checking the booking papers and supervising the participants).
- On your way to the activities, and especially during travels, be sure that no student is missing. Get to know them by name and check their presence regularly during city tours and transfers. In public transport make sure that all the group follow when changing lines etc.
- Make sure you are aware of any specific needs of the students: medical treatment, diet, allergy, etc.

As a chaperone, I accept to commit myself to fulfill the above mentioned tasks and to respect the rules and instructions given by the EURASIA staff.

Name Surname Gender: m f

Name of school/group represented

Date, Place Signature