

## ENROLMENT FORMS

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# Academic Business Camp 2019

## 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:

**Academic Business Camp 2019** (25.07.2019 - 04.08.2019)

## Services included in all Camps:

### During the Camp:

- Accommodation with full board
- Health, accident & liability insurance
- Airport transfer & public transport pass
- University program and company visits
- Entrance fees and local traveling expenses
- Activities program and tours
- Certificate

### Pre-arrival support:

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

## 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](mailto: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](mailto: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 .....

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 .....