

### §1 GENERAL PROVISIONS

The European Academy of Diplomacy (EAD), located on Oleandrow 6, 00-629, Warsaw, Poland, and registered in the register of associations, other civic and professional organizations, foundations, and independent public healthcare institutions of the National Court Register (“KRS”) kept by the District Court in the city of Warsaw in Warsaw, XII Economic Department, under register number 0000289736, NIP (taxpayer’s ID no.): 951-22-32-356, REGON (Business ID no.): 141166116, conducts an Alumni Club program.

### §2 TERMINOLOGY

1. Basic terminology and definitions:
  - a. EAD – European Academy of Diplomacy Foundation;
  - b. AC – Alumni Club;
  - c. Member of the Alumni Club – a person who has finished an EAD program and paid the annual fee of the EAD Alumni Club;
  - d. Coordinator of the Alumni Club - person who is responsible for coordination of the Club.

### §3 PROGRAM

1. The EAD Alumni Club is organized by the European Academy of Diplomacy, located in Warsaw, Poland.
2. The EAD Alumni Club is a long-term program, subject to annual renewal. There will be three tracks offered: one for only online meetings, one for only annual gathering and one for online meetings and the annual gathering. The fee changes accordingly.

**Track 1:** 4 themed online meetings and a 20% discount to all EAD programs;

**Track 2:** Participation in the annual gathering in-person which includes meetings with VIP guests, workshops, integration meetings, lunch and coffee breaks, and sightseeing the city. It does NOT include accommodation costs. As in Track 1, it also includes a 20% discount to all EAD programs;

**Track 3:** 4 themed online meetings, participation in the annual gathering in-person which includes meetings with VIP guests, workshops, integration meetings, lunch and coffee breaks, and sightseeing the city. It also includes a 20% discount to all EAD programs. It does NOT include accommodation costs.

3. It consists of 4 meetings online in a year and the annual gathering in-person. The online meetings are held approximately once a quarter, in the afternoons during a regular work week.
4. In case of the Covid-19 pandemic and restrictions deriving from it, EAD reserves the right to modify the dates and format of the annual gathering.
5. The dates of the online meetings will be announced with a two weeks’ notice on the EAD website and through the EAD Alumni Club Newsletter.
6. The announced dates are subject to change in circumstance which are not within the reasonable control of EAD (such as events of Force Majeure) or serve the safety and health of participants.

**§4  
PARTICIPANT STATUS**

1. The AC Member status is given to people who have successfully completed one of the EAD programs and have paid the annual fee. The following programs are included:
  - a. Academy of Young Diplomats;
  - b. European Diplomacy Workshop;
  - c. Diplomatic Skills Masterclass;
  - d. Leadership Skills Masterclass;
  - e. Language courses;
  - f. Women in International Security for Eastern Partnership;
  - g. Programs organized by the Visegrad School of Political Studies;
  - h. At least three days' worth of Executive Education trainings;
  - i. Other EAD programs that consisted of at least three days.
2. The AC Member status is granted for one year, starting on the day when EAD receives the payment and ending after 12 months.
3. During the duration of the program each AC Member is entitled to:
  - a. Participation in all meetings offered in a chosen track;
  - b. An e-mail account in the „@post.diplomats.pl” domain;
  - c. 20% discount on all EAD trainings.

**§5  
PROGRAM REQUIREMENTS**

1. Members are required to abide by and submit to the Rules and Regulations for AC Members, the EAD regulations, the recommendations of the EAD representatives and to avoid any action that would bring the name of the EAD into disrepute.
2. Members are invited to attend AC meetings on a voluntary basis. The meetings will be scheduled according to the Warsaw time and will be announced in advance.
3. All communications will be conducted via newsletter through the email account given at the registration form. The meetings will also be announced at the Facebook group: EAD Alumni Club and in the LinkedIn group: Alumni of European Academy of Diplomacy.
4. Members are required to notify the Coordinator of the AC about changes in their contact information.
5. Members are expected to conform to a reasonable standard of behavior, and to act with consideration and respect towards the trainers, guests of the Program, EAD representatives and fellow Members. Members are also obliged to observe the safety regulations that are valid for the event location. If they do not, they will be removed from the Club without the reimbursement of the previously paid amount.
6. Any Member failing to oblige by the Rules and Regulations for AC Members may be removed from the Members' list, with no refund of the admission fee.

**§6  
FEE PAYMENT POLICY**

1. The fee payment for the program must be registered on the EAD account within 14 days from the Member's registration to the Program. The fee for the 12 months' period is as follows:
  - a. Track 1: online meetings only: 100 EUR or 460 PLN;
  - b. Track 2: annual gathering only: 150 EUR or 690 PLN;
  - c. Track 3: online meetings AND the annual gathering: 200 EUR or 920 PLN.
2. Member must pay the fee in full within 14 days of registration. The registration is on a rolling basis, starting from January 1 and is valid for 12 months.
  - a. All the installments must be paid in Euro or Polish Zloty.
  - b. Any bank fees or other costs should be borne by the Member.
3. If the fee is not paid within 14 days from the acceptance to the Club, the Member is automatically removed from the Members' list. The fee covers depending on the track:
  - a. Track 1: 4 themed online meetings and the 20% discount to all EAD programs;
  - b. Track 2: Participation in the annual gathering in-person which includes meetings with VIP guests, workshops, integration meetings, lunch and coffee breaks, and sightseeing the city. It does NOT include accommodation costs. As in Track 1, it also includes the 20% discount to all EAD programs;
  - c. Track 3: 4 themed online meetings, participation in the annual gathering in-person which includes meetings with VIP guests, workshops, integration meetings, lunch and coffee breaks, and sightseeing the city. It also includes the 20% discount to all EAD programs. It does NOT include accommodation costs.
4. The registration fee does not cover accommodation, visa, insurance, travel expenses.

**§7  
PAYMENT METHODS**

1. EAD can only accept payments through bank transfer, from accounts using the IBAN format: (*XX - two letters as country code and 26 number digits as account number*) and using BIC/SWIFT code (bank identifier code in capital letters), as in the European banking system.

**Account information for EUR transfers:**

Bank: ING  
IBAN account number: PL61 1050 1025 1000 0090 8000 8650  
SWIFT/BIC code: INGBPLPW  
Recipient: Europejska Akademia Dyplomacji, Oleandrow 6, 00-629 Warsaw, Poland  
Transfer title: Alumni Club – Track 1/2/3 – First and Last Name

**Account information for PLN transfers:**

Bank: ING  
Account number: 31 1050 1025 1000 0090 8133 9351  
IBAN account number: PL31 1050 1025 1000 0090 8133 9351  
SWIFT/BIC code: INGBPLPW  
Recipient: Europejska Akademia Dyplomacji, Oleandrow 6, 00-629 Warsaw, Poland  
Transfer title: Alumni Club – Track 1/2/3 – First and Last Name



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## Rules and Regulations for EAD Alumni Club

2. If needed EAD also accepts PayPal transactions. Keep in mind that due to PayPal charging a transaction fee, the total amount paid will be increased. To avoid paying the PayPal fee we encourage you to use bank transfers.
3. EAD does not accept Western Union transfers or similar, neither credit card payments or cash.

### **§8**

#### **VISA**

1. The applicant is solely responsible for securing a visa, if such is necessary for him/her to enter Poland.
  - a. EAD does not cover any costs and does not provide any assistance in the process of obtaining a visa.
  - b. A Member who has been accepted to the EAC will however receive a Visa Support Letter that can be used in the visa application process if requested at least 2 weeks before application.
  - c. Members who need a visa are encouraged to apply early and in case of being accepted to the Program start their visa applications as soon as possible.
2. In case of a visa application being rejected, the Member is requested to inform EAD immediately by providing the written proof (document) of the visa rejection. The reimbursement procedures are as follows:
  - a. In case of visa application rejection, it is possible to transfer participation for the next EAC annual gathering only if presented with a proof of rejection.
  - b. Unless being transferred, if the information is provided to EAD more than 30 days before the Annual Gathering, EAD will reimburse the admission fee after deducting 50 EUR processing fee.
  - c. Unless being transferred, if the information is provided to EAD within the 30 days before the Annual Gathering, EAD will deduct 50% of the whole balance paid.
  - d. If the information is provided later than days before the Annual Gathering – no refunds will be made by EAD.
  - e. No exceptions will be granted to the above rules.

### **§9**

#### **CHANGES**

1. EAD reserves the right to introduce changes to the program of the EAD Alumni Club.
2. Detailed rules and conditions of participation in the EAD Alumni Club, not regulated by Rules and Regulations for EAD Alumni Club, are set by the Coordinator of EAC in coordination with the EAD Management Board.

### **§10**

#### **AGREEMENT**

Rules and Regulations for EAD Alumni Club are binding from the day of applying for the Program, where electronic agreement of the Member is recognized as an official signature. When accepted to the Program, the Member will have to cover the annual fee of the chosen track.



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## **Rules and Regulations for EAD Alumni Club**

By agreeing to the document the Member consents for his/her personal data (including: image recorded in the photograph and video, name and surname, telephone number, e-mail address, date of birth, citizenship, education, professional experience, language skills) to be processed by the European Academy of Diplomacy seated at Oleandrow 6, 00-629 Warsaw, for the purposes of recruitment to the EAD Alumni Club. The personal data consent is expressed voluntarily and can be withdrawn at any time (as defined in the *General Data Protection Regulation (EU) 2016/679*).