

**EUROPEAN ACADEMY OF DIPLOMACY**  
**RULES AND REGULATIONS**  
**EUROPEAN SCHOOL FOR YOUNG LEADERS 2024**

**§1 TERMINOLOGY**

1. Basic terminology and definitions:
  - a. EAD - European Academy of Diplomacy;
  - b. ESFYL - European School for Young Leaders;
  - c. Participant- a person who has undergone the admission process and has been accepted to the Program;
  - d. Coordinator of the ESFYL - a person who is responsible for coordination of the program

**§2 PROGRAM**

1. The European School for Young Leaders is organized by the EAD, located in Warsaw, Poland.
2. The European School for Young Leaders is a 5 days long program. Program will be held in Warsaw.
3. In the event of the COVID-19 pandemic, and restrictions resulting from it or other unforeseen circumstances, EAD reserves the right to modify the dates and format of the sessions to deliver the syllabus on time.
4. The announced dates are subject to change in circumstances that are not within the reasonable control of EAD (such as events of Force Majeure) or serve the safety and health of participants.
5. If there is no other possibility, the EAD reserves the right to organize all or selected sessions online.

**§3 PARTICIPANT STATUS**

1. The European School for Young Leaders Participant Status is given to candidates who have successfully completed the application process and have been admitted to the program.
2. During the duration of the program, each ESFYL Participant is entitled to:
  - a. Participation in the session;

- b. Obtaining a Certificate of participation issued by the European Academy of Diplomacy, provided he/she has fulfilled all requirements outlined in this document.

#### **§4 PROGRAM COMPLETION REQUIREMENTS**

1. Participants are required to abide by and submit to the Rules and Regulations for ESFYL Participants 2024, 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. Participants are required to regularly and actively participate in the ESFYL sessions. Participation in at least 4 out of 5 ESFYL days is mandatory.
3. Participants 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 participants.
4. Participants are also obliged to observe the safety regulations that are valid for the event location.

#### **§5 TUITION PAYMENT POLICY**

1. The tuition payment for the program must be registered on the EAD account within 14 days of the Participant's acceptance into the Program. The tuition fee for 2024 is 560 EUR or 2500 PLN. With a 10% discount granted to FMD members the tuition fee is 1 505 EUR or 2250 PLN.
2. A Participant should pay the tuition in one installment.
3. The tuition fee covers 5 days of program, all program materials, coffee breaks, and issuing of the Certificate of participation.
4. The tuition fee does not cover accommodation, meals, visas, insurance, bank charges, or travel expenses.

#### **§6 PAYMENT METHODS**

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

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 by 17 EUR. 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 nor cash.

## **§7 REIMBURSEMENT POLICY**

1. The EAD reimburses tuition paid, without the Participant providing any reason, only if the Participant withdraws his/her participation from the program, in writing via email, not later than 60 days before the Program. The EAD will deduct a 50 EUR processing fee.
2. Withdrawals of participation received between the 60th day and 30th day before the Program are eligible for a 70 percent refund of the whole balance paid. Additionally, EAD will deduct a 50 EUR processing fee.
3. Withdrawals of participation received between the 29th day and 7th day before the Inauguration Ceremony are eligible for a 50 percent refund of the whole balance paid. Additionally, EAD will deduct a 50 EUR processing fee.
4. A Participant will not have the right to be reimbursed with any amount after the 7th day before the Program.
5. The reimbursement will be made using the same means of payment as used for the initial transaction unless expressly agreed otherwise within 21 days.
6. Participants who resign from the program, fail to complete the program, or are removed from the participant list following breach of the Rules and Regulations for ESFYL Participants 2024 will not be entitled to any refund and are still obliged to pay full admission fee.
7. If the program does not take place due to the fault of EAD, for example, because the minimum number of participants did not gather, we reserve the right to cancel or move the program to another date. In such a situation, participants have two options to choose from:
  - a. Full refund: The participant can request a full refund of the amount paid for the program.

- b. Transfer of funds to a future date: The participant may choose to transfer the amount paid for the program to another date proposed by us. In this case, instead of a refund, the reservation is “frozen” and the program will be carried out at a later date.

The participant's decision regarding the chosen option should be communicated within 7 days from the date of notification of cancellation or transfer of the program.

### **§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 Participant who has been accepted to the ESFYL 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. Participants who need a visa are encouraged to apply early, and in the event of being accepted to the program, start their visa applications as soon as possible.
2. In the event of a visa application being rejected, the Participant is requested to inform EAD immediately by providing written proof (document) of the visa rejection. The reimbursement procedures are as follows:
  - a. If the information is provided to EAD more than 30 days before the Inauguration Ceremony, EAD will reimburse the admission fee after deducting 50 EUR processing fee.
  - b. If the information is provided to EAD within the 30 days before the Inauguration Ceremony, EAD will deduct 50 percent of the whole balance paid plus 50 EUR processing fee.
  - c. c. If the information is provided later than 7 days before the Inauguration ceremony, no refunds will be made by EAD.
  - d. d. No exceptions will be granted to the above rules.

**§9 CHANGES**

- 1. EAD reserves the right to introduce changes to the program of the European School for Young Leaders.
- 2. Detailed rules and conditions of participation in the European School for Young Leaders, not regulated by Rules and Regulations for ESFYL Participants 2024, are set by the Coordinator of ESFYL in coordination with the EAD Management Board.

**§10 SIGNATURE AND AGREEMENT**

Rules and Regulations for European School for Young Leaders Participants 2024 are binding from the day of the participant's application for the program. The original of the Rules and Regulations has to be signed, scanned, and emailed to the email address indicated by the Coordinator of the ESFYL within 14 days of acceptance to the Program, along with the payment.

By signing the document, the Participant 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, and language skills) to be processed by the European Academy of Diplomacy seated at Oleandrów 6, 00-629 Warsaw, for the purposes of recruitment and promotion of the European School For Young Leaders. 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*).

I,                   undersigned                   (name                   and                   surname),  
 ..... , resident of (full address)  
 ..... , with personal  
 identification document number (ID/stay permit/passport with photo)  
 .....

I hereby certify that I have read and accepted the Rules and Regulations for ESFYL Participants 2024.

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Date and place Signature