

GENERAL TERMS AND CONDITIONS

INNOV@INSA

The INNOV@INSA summer school is offered by Institut National des Sciences Appliquées de Lyon. These terms and conditions apply to all services and provisions associated with the Institut National des Sciences Appliquées de Lyon's Short Term Programs. The terms and conditions of any and all customers and suppliers are hereby voided and have no validity.

1. Application process

In order to apply to this short program, contact the short programs coordinator in your university. He/she will gather your nomination and send it to INSA Lyon. INSA Lyon will approve or refuse your application and will inform you regarding the approval.

Application deadline is **March 1st, 2021**.

Required documents to apply : cover letter + resume + copy of your passport + registration form

The application is considered as complete when payment is made. Registration becomes legally binding when payment is made (in full by wire transfer only). The participant thereby accepts the payment conditions outlined below. All fees must be paid in full no later than April 16th, 2021. If not, the registration will be cancelled and the place may be given to another participant. All fees listed are applicable to each participant on an individual basis.

It is mandatory for each participant to the INNOV@INSA Short Term Program to subscribe to Health, Travel, and Repatriation Insurance for the duration of the program. The INNOV@INSA Short Term Program standard fees comprise no insurance of any kind. Each participant is personally responsible for insuring themselves appropriately (regarding health, accident, personal liability, etc.)

2. Methods and conditions of payment

In order to organize the short program, INSA Lyon has to know the number of participants in advance. Your participation to the short program will only be confirmed once INSA Lyon will have received your payment.

Your payment has to be received on **April 16th at the latest**. If the payment has not been received on April 16th, 2021, it will be considered as a cancellation. A financial contract must be signed by the participant in order to receive the invoice and to proceed to the payment.

3. Copyright

The Institut National des Sciences Appliquées de Lyon and our instructors retain full copyright regarding all materials distributed among participants. No materials or contents thereof may be copied, sold, or used by third parties without explicit prior approval by the Institut National des Sciences Appliquées de Lyon and/or the individual instructor. Each participant receives all documentation and materials for personal use only and must not be shared.

4. Cancellation/Refunds/Changes

- In case of cancellation a month before the start of the program (until April 17th), INSA Lyon will give a 90% refund.
- In case of cancellation less than 30 days before the start of the program (from April 18th), there will be no refund (except in case of force majeure).
- No refund can be offered after the program has started.
- INSA Lyon reserves the right to cancel courses that contain fewer than 10 participants two or more weeks prior to the start of the program. Should such cancellation be necessary, the affected participants will be notified and informed about available alternatives. If no satisfactory solution can be found, the participant involved may cancel personal participation in the program free-of-charge and receive a full refund of all fees paid up until that point.

5. Credits

The short program offers 6 US Credits (which is equal to 12 ECTS Credits).

6. Dorms and check-in & check-out conditions

Students will be responsible for any damaged furniture and are responsible for keeping their rooms tidy. All damages to property, equipment and rooms will be charged to the students.

The amount will be determined according to INSA Lyon rules.

The day of departure, students must leave their room tidy and clean as they found it at their arrival. In case of non respect of these rules, students will be charged of €100.

Keys loss will be charged €280 to the students.

Rooms' check-out will be on June 15th after the end of your last class/activity (please refer to your schedule) and before 3pm.

7. Attendance

Daily attendance is required during the courses. Students need a valid reason to not attend courses.

Any student who misses courses without a valid reason will be sanctioned.

In case of more than 2 non-valid reasons, students will lose 20% of their final grade.

Students must study during courses and at home.

8. Force majeure

In case of cancellation of the INNOV@INSA Short Term Program due to events beyond our control (such as extreme weather or national emergencies); INSA Lyon will refund participants.

9. Privacy policy

Each participant agrees to the storage and use of personal data for the fulfilment of the agreement of participation within the framework of the legal provisions of the French Data Protection Act (Loi Informatique et Libertés). Participants' personal data is not made available to third parties.

10. Place of jurisdiction

The laws of France shall apply to these terms and conditions, and the parties agree to Lyon (France) as the place of jurisdiction.

Date :

Participant Signature :