



Participation in EXCEED /SWINDON events and scholarships

General Terms and Conditions of Booking Flight Tickets and Hotel Rooms According to the DAAD Regulations

1. If the participant cancels his/her participation or does not arrive in due time at the airport on the scheduled day of departure and at the times stated in the travel documents the costs caused by cancellation of the flight must be reimbursed by the participant due to the regulations of the DAAD.
 - *Unless the reasons for his non-participation and his non-appearance are beyond the reasonable control of the participants, like war, death of family member, illness (proven by a medical doctor) or Acts of Nature.*
 - *A reasonable explanation must be provided, if for urgent and unforeseen professional reasons the booked flight is cancelled.*
2. Cancellation fees must be paid by the participant if he/she is not able to start or continue the journey because of missing travel documents – as for example: flight ticket, passport, valid visa and international transit visa in case of connected flights.
3. In case the journey has already been started but has to be cancelled because of reasons mentioned before, the full ticket price is due. Cancellation and rebooking fees or the purchase of a new ticket will not be reimbursed by the SWINDON project and must be covered by the traveler.
4. The cancellation/rebooking fees apply in accordance with the conditions of the airline or the travel agency DERPART.
5. Changes, for instance, of the departure and arrival airport, travel day and times after issuing the electronic ticket are only possible in emergency cases (see Item 1) and should be communicated to the Exceed office in due time before the respective event.
6. In case of refusal of entering into the country of destination or the visa/transit visa is not accepted by the airline, which is clearly resulted from insufficient or missing visa records, the Exceed/Swindon project and DAAD will not reimburse the costs for the return journey. The collection of all reliable information about visa, transit visa, visa on arrival issues, etc. is highly recommended and should be carried out in advance and in due time.
7. A valid passport is available and will not expire within the given time frame of the visa regulations of the destination country.
8. The regulations mentioned beforehand also apply to accommodation booking and the related cancellation fees.

With my signature I hereby agree on the terms and conditions above.

Event: _____ Full Name in block letters: _____

Date: _____ Signature: _____

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