

## UNIVERSITY PROGRAMME – SUMMER SCHOOL 2023 POLICY FOR REFUNDS, COURSE MODIFICATION AND WITHDRAWAL

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### TUITION FEES

#### ***Standard Refund Policy***

In order to withdraw from the programme, students must inform Sciences Po by email at [summer.school@sciencespo.fr](mailto:summer.school@sciencespo.fr) and must receive written acknowledgement of their withdrawal.

If a participant withdraws from the programme, tuition fees will be refunded in accordance with the terms established below. **The application fee is non-refundable.**

Date of withdrawal	Tuition fee refund (%)
45+ days prior to the start of the session	90%
44-31 days prior to the start of the session	50%
30 days or less to the start of the session	No refund

The start of the session is Orientation Day, the official first day of the June or July session, and not the first day of class.

- All refunds are made in Euros. Sciences Po cannot refund any shortfalls due to exchange rate fluctuations.
- All refunds will be made via bank transfer. Any bank transfer fees will be deducted from the amount to be refunded.

#### ***Standard Credit Policy***

In the event of a serious illness or visa refusal (unrelated to Covid-19 travel restrictions), a student may request a credit for 100% of their tuition fees for the following Summer School or Winter School. Refunds are not granted in these circumstances beyond the standard refund policy specified above. Sciences Po will evaluate the request for a tuition fee credit upon receipt of verifiable documentation. If granted, this credit may only be used the summer or winter following the original registration. Sciences Po does not guarantee the availability of specific classes from one session to the next.

#### ***Course list***

In June and July 2023, the Summer School plans to offer all French language track courses, all social sciences track courses, and all elective courses and professional workshops on campus.

- **June and July session:** French language track
- **June session** – Social sciences track:
  - Fighting Inequalities and Social Risks
  - World Politics
  - Media and Politics
  - Public Economics: When Markets need Governments

- **July session** - Social sciences track:
  - Economics for a Better World: Issues and Policies in Low-Income Countries
  - The Age of Economists: Globalization, Growth and Inequalities
  - The European Union at a Crossroads: Issues and Policies
  - Global Diplomacy: Theory and Practice
  - Racism, Identity and Diversity: A Comparative Perspective
  - A Rising Invisible Majority? Capital, Labour and the Welfare State in Contemporary Political Economy
  - Human Security
  - Sustainable Development and Climate Action: Global Challenges and Policy Options
  - Contemporary Challenges to Democracy
  - Human Rights Advocacy
- **June and July session:** Elective courses and professional workshops

If the local health situation prevents Sciences Po from holding class on campus, Sciences Po reserves the right to cancel courses or to move them online, prior to the start of the programme.

- If Sciences Po is not able to offer the **social sciences track** courses on campus, the classes will move online. Participants will receive a refund equivalent to the difference between the tuition for an on-campus course (2500€) and the tuition for an online course (2000€). If students do not wish to participate in the online course, they may choose to withdraw from the programme according to the standard refund calendar above. Participants in on-campus social sciences courses should therefore be aware that additional refunds (beyond the 500 € for reduced online tuition fees) may not be possible depending on the date of withdrawal according to the standard refund calendar.
- If Sciences Po is not able to offer the **French language track** courses on campus, the classes will be cancelled. Participants will have the possibility to transfer to a social sciences course (only if the eligibility requirements are met), receive a 100% refund of their tuition fees, or a 100% credit for the following summer.
- If Sciences Po is not able to offer **elective courses or professional workshops** on campus, the classes will be cancelled. Participants will receive a 100% refund of their tuition fees.

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## COVID-19 PROVISIONS FOR TUITION REFUNDS AND ENROLMENT MODIFICATIONS

### ***Before the start of the programme***

If a student cannot travel to France due to government-imposed travel restrictions (either by France or another country) in the context of the Covid-19 pandemic, they will have the following options:

- Receive a 100% refund of tuition fees.
- Receive a 100% credit for tuition fees the following Summer School or Winter School.

Sciences Po will evaluate the request to benefit from Covid-19-specific provisions upon receipt of verifiable documentation. Sciences Po cannot refund any travel, accommodation, visa, or other fees undertaken by the student.

### ***During and after the programme***

If a participant tests positive for Covid-19 during the programme, they must comply with the French health regulations in force at that time, including isolation or other requirements. The student is responsible for any additional costs related to healthcare, accommodation, travel, etc.

If a participant falls ill with Covid-19 during the programme, they are not eligible for a refund or credit for the following summer. Sciences Po bears no responsibility for students following the end of the programme. If a student contracts Covid-19 during the programme and current regulations require them to isolate or respect other protocols that continue after the end of the programme, students must respect these regulations and bear any additional cost associated with them.

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## **COURSE CANCELLATION**

In the event that the Summer School is obliged to cancel a core or elective course/professional workshop, registered students have the choice to:

- Transfer to another course, depending on the number of places available.
- Receive a 100% refund of tuition fees for the cancelled course.
- Receive a 100% credit for tuition fees the following Summer School or Winter School.

As previously specified:

- If the French language track courses cannot be held on campus, they will be cancelled.
- If elective classes/professional workshops cannot be held on campus, they will be cancelled.
- If the June and/or July session on-campus social sciences classes cannot be held on campus, they will be moved online, not cancelled.

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## **OPTIONAL FEES**

### **Accommodation Fees at the CIUP**

Refunds for accommodation fees **at the CIUP** are handled separately from tuition fees. Students who wish to cancel their housing reservation **at the CIUP** must inform the Summer School team by writing to [summer.school@sciencespo.fr](mailto:summer.school@sciencespo.fr) and must receive written acknowledgement of their cancellation. Accommodation reserved through the Summer School will be refunded according to the terms established below.

<b>Date of withdrawal</b>	<b>Accommodation fees refund (%)</b>
60+ days prior to the check-in date	100%

59-46 days prior to the check-in date	50%
45 days or less prior to the check-in date	No refund

Please note that the check-in date varies according to the accommodation options. Check-in dates for all housing options are listed on the [Accommodation](#) page.

- All refunds are made in Euros. Sciences Po cannot refund any shortfalls due to exchange rate fluctuations.
- All refunds will be made via bank transfer. Any bank transfer fees will be deducted from the amount to be refunded.

If a student is enrolled in an **on-campus course that is either moved online or cancelled by the Summer School**, they will receive a 100% refund of housing fees, regardless of the date.

Please note that **Covid-19 Provisions for Tuition Refunds** do not apply to accommodation fees. If a student is unable to attend the on-campus programme for any reason, the standard housing refund calendar applies.

The Summer School does not offer credit for accommodation fees.

The Summer School declines all responsibility for the accommodation fees paid to **Atome My French Homestay**. Any cancellation or reimbursement will be handled directly through **Atome My French Homestay**.

### **Activities**

Payment for in-person activities must be made exclusively by credit or bank card on the Summer School online payment website. All payments for activities are non-refundable.

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## **MODIFICATION OF CLASS REGISTRATION**

### **Modification of Class Registration**

The core course in which a student is admitted (and any elective class/professional workshop for which they register), is considered definitive, with the exception of students in a French language class (core or elective) whose final level will be determined by a placement test at the start of the programme.

However, a student may submit a written request to [summer.school@sciencespo.fr](mailto:summer.school@sciencespo.fr) to change their core or elective class/professional workshop up until the start of the session. The Summer School team will consider this request depending on the availability of spots in the requested class and the academic coherence of the request.

Students may continue to register for an elective course/professional workshop until the start of the session, subject to the availability of spots in the class, and, for French language elective courses, upon providing proof of their French level.

After the start of the session, it is not possible to change core courses, except for students in the French language track who may request to change French levels. All such requests must be made by the end of the second French language class at the latest and must be validated by the professors at the initial and the new level.

A student who wishes to withdraw from an elective class/professional workshop must make a written request to [summer.school@sciencespo.fr](mailto:summer.school@sciencespo.fr) before the start of the second class. If a student requests to withdraw before this deadline, the elective class will be removed from their transcript. After this deadline, the elective class will appear on the student's transcript with a grade and/or record of participation. No refunds will be granted for withdrawn elective classes or workshops.