

# Japan Spring School 2025 – Introduction to EU Affairs

## POLICY FOR REFUND AND COURSE WITHDRAWAL

### Standard Refund Policy

To withdraw from the programme, students must inform Sciences Po by email at [short.courses@sciencespo.fr](mailto:short.courses@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.

Date of withdrawal	Tuition fee refund (%)
45+ days prior to the start of the session (24/02/2025) :	90%
44-31 days prior to the start of the session (24/02/2025) :	50%
30 days or less to the start of the session (24/02/2025) :	No refund

- 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.

### Special circumstances

In the event of a serious illness or visa refusal or unprocessed visa\*\* application, a student may request to receive a full tuition credit to apply for next year's Japan Spring School OR a refund.

*\*\* If a student is not able to travel to France because of visa process delays, they will need to demonstrate that they submitted their visa application at least 1,5 months before the beginning of the programme.*

Sciences Po will evaluate the request for a full tuition credit to apply for next year's Japan Spring School OR a refund upon receipt of verifiable documentation (doctor's note, visa refusal from the French Consulate etc.).

## 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 Japan) in the context of the Covid-19 pandemic, they will have the following options:

- Receive a 100% refund of tuition fees.
- Receive a full tuition credit to apply for next year's Spring School. Sciences Po will evaluate the request to benefit from Covid-19-specific provisions upon receipt of verifiable documentation.

## **During and after the programme**

If a student tests positive for Covid-19 during the programme, they must comply with the French health regulations in place at that time. The student is responsible for any additional healthcare related costs.

If a participant falls ill with Covid-19 during the programme, they are not eligible for a refund or credit for the following spring. However, they will be able to attend the courses remotely.

Sciences Po bears no responsibility for students following the end of the programme.

## **COURSE CANCELLATION**

In the event that Sciences Po is obliged to cancel the course, registered students have the choice to:

- Receive a 100% refund of tuition fees for the cancelled course.
- Receive a full tuition credit to apply for next year's Spring School

## **ACCOMMODATION FEES**

Refunds for accommodation fees at Sciences Po's housing provider are handled independently from tuition fees. Students who wish to cancel their housing reservation must inform the Sciences Po team by writing to [short.courses@sciencespo.fr](mailto:short.courses@sciencespo.fr) and must receive written acknowledgement of their cancellation. Accommodation reserved through Sciences Po will be refunded according to the terms established below :

Date of withdrawal	Tuition fee refund (%)
45+ days prior to the start of the session (24/02/2025) :	90%
44-31 days prior to the start of the session (24/02/2025) :	50%
30 days or less to the start of the session (24/02/2025) :	No refund

- 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 the programme is cancelled by Sciences Po, students will receive a 100% refund of housing fees, regardless of the date.

Sciences Po does not offer credit towards accommodation for next year's Japan Spring School.