

## General Terms and Conditions

*International People's College (IPC) is an independent, non-profit, non-government institution. IPC offers non-formal residential education for adults; IPC keep within the law concerning the Danish Folk High School (more info at <http://www.hojskolerne.dk/the-danish-folk-high-school/>) under the jurisdiction of the Danish Ministry of Education.*

*Visa and Residence Permit issues are dealt with by the Danish Immigration Service, as well as the Danish diplomatic missions abroad. Citizens of certain countries are allowed to stay in Denmark for 90 days without a visa*

*Residence registration of European citizens- staying more than 90 days - is taken care of by The Regional State Administration of Greater Copenhagen Area.*

*Registration for the purpose of Health insurance and CPR number is taken care of by the local authorities in Helsingør.*

*The IPC office will guide students in all of the above processes.*

*IPC reserve the right to change starting dates, course curriculum and programs due to unforeseen circumstances.*

### 1. Eligibility

All students must be at least **17½ years old at the time of admission**. There is no upper age limit. There are no other formal requirements for a stay at IPC other than the **motivation to learn as well as the understanding** of the Folk High School educational format.

### 2. School Fee, Application Fee, Deposit, Student Residence Permit Processing Fee

The IPC **School Fee** covers the tuition (educational programme, class material and some excursions), accommodation at IPC including bed linen as well as three meals per day. Dates and prices of the upcoming terms can be found on the IPC website.

The **Application Fee** amounts to 300 DKK .It is non-refundable and must be paid together with the School Fee.

A **Deposit** of 800 DKK will be refunded at the end of your stay at IPC as long as you have fulfilled your obligations. It is to be paid together with the School Fee.

**Student Residence Permit Processing Fee** of 2.110 DKK is applicable to all applicants from outside the European Union. IPC transfer this amount directly to the Danish Immigration Service on your behalf in order to start your Student Residence Permit application procedure; this fee is non-refundable except under very special circumstances decided by the Danish Immigration Service.

### 3. Accommodation, Meals

IPC provides **single and double rooms** organized in small units sharing one bathroom (a shower and a toilet). Only a limited number of single rooms are available for an extra cost of 150 DKK per week, which will be added to the School Fee if you indicate a preference for a single room in your application form.

IPC has a **non-smoking policy** except at designated outdoor smoking areas.

**We serve three meals per day** with an option for a vegetarian diet. Other dietary requirements should be informed to the administration at IPC prior to the start of the term.

### 4. Acceptance, Non-Acceptance, Enrollment

An admission committee will consider your application once we have received your signed and printed version, together with the letter of attorney and a passport photo. Allow for several weeks for the processing of your application.

If you are **NOT accepted** to study at IPC, you will receive an email informing you of the decision.

If you **ARE accepted**, you will receive an **Acceptance Letter** with instructions on how to pay the School Fee together with all other applicable fees as described above.

When IPC receives your **FULL payment**, we will issue an **Enrollment Letter** and will guide you through the procedure of acquiring a **Student Residence Permit** (for applicants from outside the EU - count on several months for processing) or an **EU Residence Document** (for applicants from the EU/EEA/Switzerland - acquired after arrival at IPC). Europeans should be prepared to show a bank statement with a balance of at least 700 Euro when registering at the State Administration. You are responsible for any residence-related expenses.

Special agreements allow Nordic applicants to live and study in Denmark without residence permits.

### 5. Cancellation

“Cancellation” refers to a withdrawal made **before the start** of the term.

Cancellation must be in writing and received by the school at least four weeks before the start of the term in order for you to receive a full refund of the school fee less the application fee of 300 DKK and a deposit of 800 DKK). A late cancellation will in addition forfeit four weeks of your school fees as well.

Any student having been denied a Visa or Residence permit - or who has not yet received these - prior to the start of the course, may request a complete refund of all school fees excluding visa fees.

## 6. Termination

“Termination” refers to leaving the term **once it has begun**.

If you wish to leave before the term ends **without serious reason** (illness or death in your immediate family), the rule of the Danish Folk High School states that, you must pay for the time you have been a student **plus an additional four weeks** from the day of departure.

Students with a Student Residence Permit endorsed by IPC will only get their refund when proof of arrival to their home country has been received by the school (the Student Residence Permit must be cancelled at the local Danish Diplomatic Mission and a copy of the cancellation letter sent to us).

## 7. Medical Insurance and Coverage

Students from countries with visa requirements are advised to take out personal insurance for medical and dental care. Students who are staying for more than 3 months and have a residence permit upon arrival in Denmark will be covered by the Public Danish Health Insurance system after 6 weeks. European Students should bring their European Health Insurance to cover their stay until their registration at the State Administration. Please be aware that the Public Danish Health Care system covers only a very small amount of the total costs of dental care and prescribed medication.

## 8. Theft insurance

The College's theft insurance does not cover privately owned articles and the college takes no responsibility for lost/stolen articles.

## 9. Attendance, Absence, Timetable

By enrolling at the International People's College, you **commit yourself to attending a minimum of 28 lessons per week**. One lesson equals 45 minutes of learning. **Two thirds (2/3) of the costs of your stay at IPC are funded by the Danish Ministry of Education** and your physical presence in classes and active participation in organized activities is the main precondition for having the **status of Folk High School student**.

Any **absence in class** should be agreed with your teacher beforehand. If you fail to attend classes without any reasonable excuse, you may jeopardize your stay at IPC.

You are expected to take an active part in the **shared household duties** (washing up, cleaning), **contact group activities** (life stories sessions, contact group meals), all **morning or evening fellowships** as well as **planned excursions and cultural programs**.

During the term, you are only **allowed to travel if this does not affect your attendance** in class. Permission for a leave can be granted by the principal in case of serious illness in your family or thoroughly documented activities important for your future education or working life.

**There are no exams, test, marks or diplomas at IPC**. At the end of your stay, you will receive a certificate documenting your stay at IPC. The certificate is not recognized as a formal education diploma and it serves mainly as a reference.

**You compose your timetable after your arrival at IPC** during the introductory week. You must attend a minimum of 28 lessons per week distributed over the five days of a working week. You will receive detailed instructions as how to choose your classes during your first days at IPC.

## 10. Guests

Guests are welcome at IPC (Thursday to Sunday); however the school cannot guarantee overnight accommodation due to limited rooms available. Prior to the visit, all guests must register at the IPC reception with name and the expected arrival and departure date in order to fulfill the fire safety regulations.

Guests are welcome from **Thursday afternoon to Sunday afternoon**. Having guests does not excuse students from attending classes and other mandatory obligations. Guests are the responsibility of the host student.

## 11. Rules of Conduct, Expulsion

There are a few **elementary rules** of conduct that all students must follow. **Breaking these rules will lead to a warning and eventually to expulsion.**

We expect all IPC students to respect **Danish law** at all times.

Attendance in class for a minimum of **28 lessons per week** is mandatory.

**No drugs** are allowed on campus. If you use and/or sell illegal substances such as hash/marijuana on the premises of IPC, you will be expelled. Use of medication should be informed to the school administration prior to arrival at IPC.

**Excessive use of alcohol** that leads to unacceptable behavior will lead to expulsion.

**We do not accept aggressive behavior and physical violence** and as such, it will result in expulsion from the school.

## 12. Data Protection

Personal information and data related to current or future applicants and students are confidential and will not be shared with a third party. Exempt from that rule are authorities such as Immigration Services, The Regional State Administration of Greater Copenhagen and the Municipality in Helsingør to the extent that interchange of such information is necessary to establish residence permits and/or health care.