

Social Protection: policies, programmes and evidence 27-30 June 2016

Terms & Conditions

Admissions

The course is intended for policy makers, practitioners and researchers who wish to broaden their knowledge base and gain critical insight into the most recent thinking about social protection. All applications will be individually assessed, to ensure participants have the required qualifications and experience. You will be notified of our decision once all the applications have been reviewed.

If you have any queries about the application process, please contact the Course Coordinator: Liz O'Brien CSPcourse@ids.ac.uk.

Participants can apply by post, to request a paper application please contact the Course Coordinator, or send a written request to: Liz O'Brien, Institute of Development Studies, Library Road, Brighton, BN1 9RE, England.

English proficiency

To derive the maximum benefit from the course, participants should be proficient in English and able to follow and take an active part in course discussions. If you have any doubt please look at the curriculum. Please seek advice from the Course Leader (Keetie Roelen: k.roelen@ids.ac.uk) if you need further clarity.

Teaching staff

IDS may at its discretion substitute any member of the teaching staff for another suitably qualified person.

Confirmation of booking

Acceptance on the course is on receipt of fees (£1,450). Once the target number of places is reached there will be a waiting list in operation. When applicants are accepted on to the course a conditional offer will be issued along with an invoice for the fees. **An applicant's place on the course will only be confirmed when the fees are received.**

Payment is by money transfer direct to the IDS bank account and details will be included with the invoice. *(We can also accept payment by credit card (not American Express) please contact the Course Coordinator for details.)*

Fees

The fees of £1,450 include tuition, lunch and refreshments on teaching days, one group evening meal and course materials. They do not include accommodation and travel for participants.

Cancellation

If you are unable to attend the course then you must cancel your place in writing not less than 8 weeks (2 May 2016) before the course commences to receive a refund.

Cancellations made after this date will not receive a refund.

If you have been refused a visa to the UK, and applied in good time (as per current guidance by the UK Visas and Immigration), the course fee will be refunded if the following conditions apply:

- IDS is provided with the original letter issued by the British High Commission/Embassy confirming the refusal of the visa
- IDS Joining Instructions and any visa support documentation are returned to IDS

Note: IDS will inform the UK Visas and Immigration of any cancellations or 'No Shows'.

We reserve the right to cancel the course eight weeks before the course commences and will notify applicants by 2 May 2016. In case of cancellation by IDS, any course fees paid will be refunded. IDS will not be liable for any costs incurred with respect to any travel or accommodation bookings.

Tax

The fees for educational courses provided by The Institute of Development Studies are exempt from VAT for all participants under Schedule 9 of The VAT Act 1994.

Visas

If you require a visa to enter the UK, it is compulsory to apply for entry clearance before you leave. It is your responsibility to apply for a visa at your nearest British Embassy or High Commission, **before** you travel to the UK. This short course is accredited by the British Accreditation Council and we are advised that the appropriate visa category is '**Student Visitor Visa**'. (A Tier 4 visa is not appropriate for this short course).

IDS will provide an official Visa Support Letter to facilitate your visa application once your fees have been received.

Please check with your nearest British Embassy or High Commission for the latest information on visa processing times. Costs for making applications and travel to a visa issuing centre are the applicant's responsibility.

Participants' responsibilities

Participants are responsible for arranging their own international travel, visa and accommodation in Brighton. You should also ensure you have health, travel and cancellation insurance for the duration of the course and as outlined above, apply for any required visa documentation in good time.

During the course lunches and refreshments are provided. We advise participants to have sufficient funds to cover miscellaneous expenses.

Participants will receive a certificate on completion of the course, but only if they have participated fully and attended all the sessions. Where mitigating circumstances apply (e.g. ill health), the Course Leader will decide if a certificate can be issued.

Disabilities

If you have any medical condition, physical or other disability of which IDS should be aware of which might call for special arrangements or facilities, please let us know. All such information will be treated confidentially.

Checklist

To enter the UK and attend the course all participants must:

- Obtain a UK Student Visitor visa for the duration of the course (if required)
- Obtain comprehensive health, travel and cancellation insurance and provide details to the Course Coordinator in advance
- Pay the course fee on receipt of invoice
- Advise the Course Coordinator of any special arrangements are required to accommodate a medical condition, physical or other disability
- Have sufficient personal funds to cover miscellaneous expenditure during their stay in the UK