



Barcelona GSE Summer School Policies

CONFIRMATION AND CANCELLATION

Confirmation

Course seats are limited and allocated on a first come, first served basis until the maximum class capacity is reached. Candidates are strongly encouraged to confirm their seat as soon as possible to avoid getting closed out.

If a course is about to be sold out, participants will be notified and given instructions on how to proceed to confirm their seat.

A place for the course is guaranteed only upon full payment of the course fees.

Upon successful confirmation payment, an email will be sent to the participant acknowledging receipt of the course fees and, therefore, confirmation of course registration.

Cancellation

All cancellations must be received in advance by email. Participants wishing to withdraw from a Summer School course will have their tuition fees totally or partially refunded according to the following policies:

- Cancellations before May 1st: Full refund, except for 200 euros to cover administration and admissions expenses.
- Cancellation before June 1st: 50% of the registration fee charged.
- Cancellation on or after June 1st: No refund.

All refunds will be processed after the Summer School and confirmed by email.

COURSE ATTENDANCE, REGISTRATION AND AUDITING

Course attendance and course changes

Participants can only attend those courses they have officially registered and paid for.

Making changes to your registration with no additional charges is possible only in **Accepted Status** and until June 1.

Please contact our admissions staff at summerschool@barcelonagse.eu to request the modification and the recalculation of fees so that you can proceed to confirm your final selection.

Making changes to your registration in **Confirmed Status** is only possible if not more than 20% of course contents have been delivered, therefore until the first day of lectures of a course.

- Keep in mind that, once you have confirmed your participation, requests to REMOVE, ADD or SWITCH COURSES will have an additional fee of €200, charged on top of the new selection's total fee amount.
- No refunds will be done in case the new selection gives as a result a lower amount than the original.

Please contact our Admissions staff to request any change, which approval will be always subject to seats availability and only confirmed after payment of the additional fee that may incur in each case.

Auditing

Auditing courses that you have not officially registered and paid for is not permitted at the Barcelona GSE.

Please be aware that there will be **random checks on class attendance daily** to guarantee the place for the participants who have officially registered in each course.

- If you are found auditing during the first day, you will be required to pay the course's full tuition plus a recharge of 200 euros, after which you are entitled to continue attending the course.
- If you are found auditing during the second or subsequent days, you will be required to pay the course's full tuition plus a recharge of 400 euros.

Name Badge

Upon registration on the first day at the Summer School, you will receive a welcome pack that includes a name badge which you **must wear during the whole week**.

This identification badge will give you access to lectures, morning coffee breaks, and evening social events.