

Admission and cancellation policy for the Folke Bernadotte Academy courses

Admission

Application deadline for the Folke Bernadotte Academy courses is normally set to **8 weeks** prior to course start. Only in exceptional cases will late applications be accepted. Applications for courses should be made through a web form that can be found via a link in the course description at the Folke Bernadotte Academy's website. The web form will only be available up to the application deadline.

Participants who are admitted to a course must confirm their participation according to the instructions in the received admissions decision. A confirmation of participation is binding. When a participant has confirmed its participation in a course, the following cancellation policy will be valid. The participant must confirm his or hers participation no later than **5 weeks** before the course start, otherwise the place will be offered to other applicants.

Cancellation

Participants who are unable to attend a course should contact the Folke Bernadotte Academy immediately.

Cancellations received **22 days or more** before the course start will be free of charge

Cancellation **8-21 days** before the course start may result in **half the course fee** being charged if the participant cannot be replaced by another applicant.

Cancellation **7 days** or less before the course start may result in the **entire course fee** being charged if the participant cannot be replaced by another applicant.

In case of late cancellation we will take into consideration:

- Personal illness
(*medical certificate required*)
- Other special circumstances
(*refusal of a visa application, cancellation by your organization/employer of previously granted leave, death or illness in the family, etc.*)
- We will also take into consideration when the admission to the course was made.

FBA reserves the right to cancel courses due to circumstances beyond its control. Admitted participants will be notified as soon as possible and paid course fees refunded.