

Participation fees & General Guidelines 2012

Participation fees

The YES courses are of a non-profit nature and are run based on external funding from sponsors. For this reason we can keep the participation fees much below the real cost. The fee covers all the cost from arrival to departure from the closest airport (for details see “general guidelines”). The fees for the different categories of participants are set in the table below, and mentioned in each separate course brochure. Beside exceptions we distinguish the following categories of participants:

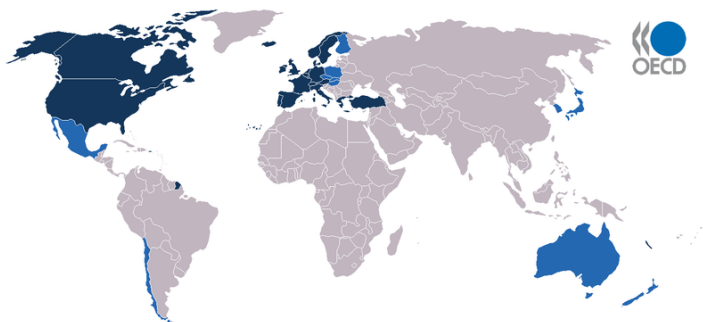
- Eligible students from non-OECD countries (most countries from Latin America, Africa, Southeast Asia, Oceania, and Eastern Europe).
- Eligible students from OECD countries (excluding Eastern European OECD members)
- Young professionals, who are already involved in a job after their basic study (any country)
- YES Alumni who already participated in a YES course with no upper age limit.

All prices in CHF (Swiss Francs), payable in the equivalent in EURO and/or USD. Early applications receive a discount of 10%, valid for all categories.

Yes course 2012	Course date	Students from non-OECD countries	Students from OECD countries	Young professionals
Japan	23.3.-10.4.	CHF 1'200.-	CHF 1'200.-	CHF 1'200.-
Serbia	29.6.-16.7.	CHF 400.-	CHF 900.-	CHF 1'300.-
USA	15.8. – 1.9.	CHF 700.-	CHF 1'200.-	CHF 1'500.-
Kenya	26.10.-12.11.	CHF 500.-	CHF 1'200.-	CHF 1'500.-
Niger	December	CHF 600.-	CHF 900.-	CHF 1'300.-

The participation fees are subject to possible changes over the year, but are guaranteed as soon as participation is confirmed

List of OECD countries (34 member countries)



Australia	Austria
Belgium	Canada
Chile	Czech Republic
Denmark	Estonia
Finland	France
Germany	Greece
Hungary	Iceland
Ireland	Israel
Italy	Japan
Korea	Luxembourg
Mexico	Netherlands
New Zealand	Norway
Poland	Portugal
Slovak Republic	Slovenia
Spain	Sweden
Switzerland	Turkey
United Kingdom	United States

Scholarships

The YES courses are of a non-profit nature and are run based on external funding from sponsors. For this reason we can keep the participation fees much below the real cost, however it means additional scholarships are not available. Variable fees are offered for the different participant groups as outlined above.

Fee Breakdown

The participation fee is divided in two portions: registration and tuition

- a) registration fee of CHF 150.-, which is non-refundable (to be paid after being selected)
- b) tuition fee, which refers to the reminder of the participation fee.

Further details and the deadline of payments (registration and tuition fee) are mentioned in the acceptance letter to the selected participants.

Withdrawal Policy:

- Without exception, the registration fee is non refundable
- From selected and confirmed participants cancelling their participation, we retain 20% of the tuition fee if notice is given later than 40 days, and 50% later than 20 days prior the start date of the course.

Included in the participation fee

The participation fee includes all services from the arrival to the departure of the course:

- Transfers from the closest international airport at the arrival and the departure
- All other transportation services, excursions and field trips during the course
- Full board and lodging, starting with the night before the start of the course, ending with the night of the last program day
- All mentioned local services, visits, entrance fees, local taxes
- A high quality academic program
- Documents and all course material

Not included

In addition to the participation fee, participants are responsible for financing their own:

- International or domestic travel to the nearest capital city
- Health and travel insurance
- Visa fees (if applicable)
- Any additional activities outside of the course program

General Guidelines for all YES courses

Eligibility

The following groups are eligible to participate in the YES courses:

- upper level undergraduate university students (minimum 3 years study);
- post graduate level university students (masters, PhD)
- young professionals who hold a degree from an academic institution

Applicants must have good English language skills, should be motivated to participate in all activities within multicultural and multi-disciplinary groups, and should be between the ages of 22 and 33 years of. We welcome participants from any country, culture, and academic discipline.

The group size of each course is limited to maximum 40 participants.

Application

To apply for a YES course you need to complete the application form attached to the detailed outline of the particular course you wish to apply for and return it via eMail. Together with the application we request the following attachments:

- Your CV / Resume (max. 3 pages)
- A short statement of motivation to attend the course (max. 400 words)
- A letter of recommendation from your professor or manager
- Any other information requested for the specific YES course of your interest

Selection Process

The selection committee will review all applications after the closing date and will advise successful applicants no more than 3 weeks after the deadline. The selection process is based on merit and the committee will do its best to select a group with diverse country of origin, culture, field of study, and gender. The selected applicants receive our acceptance letter showing the follow up steps to be taken, and they need to reconfirm the acceptance of their participation. Unsuccessful applicants are welcome to apply for future courses.

Course preparation packages

About one month before the course starts, the participants receive in separate packages the following information:

- Details on the course program and course content
- Details on travel and logistics
- Pre reading materials and pre assignments

Please note, that before sending out these information packages we do not communicate a detailed course program nor do we provide any participant name lists in order to safeguard the participant's privacy. A basic scheme of the YES programs and the course content can be found in our yearly reports to be downloaded from our webpage (www.actis-education.ch).

Course cancellation policy:

If due to unforeseen external circumstances ACTIS cannot execute a course, or the number of participants is below 50% of the planned capacity, we may cancel this course at any time prior to the starting date. In such cases ACTIS will reimburse all the paid amounts. If such a cancellation occurs due to not having enough participants, we will give notice at least 50 days before the start of the course. In the case of a course cancellation as described, ACTIS cannot be made responsible for any additional damages occurring from such a cancellation.