

General terms and conditions of payment

Courses in Stockholm 2022-2027

Pre-registration and registration

You are welcome to pre-register for a training course on our website www.knowledgepro.se to show your interest and to get more information from Knowledgepro. For final registration we need an e-mail from the legal representative of your Erasmus+ project confirming the number of participants, their names and the name of the course together with information about invoice recipient name, address and mail address. An invoice will then be issued and sent to the sending organisation for the pre-payment of the course.

Cost for 5-day course

Your Erasmus+ course fee grant and organisational support are contributions that can be used for the cost of the course which is 450 Euro. The course fee includes course training, school study visit, coffee breaks “fika”, one hour guided tour, team building boat trip activity one evening, course material and course certificate. Wifi is available for free. The course programme is covering learning sessions of **6 hrs x 5 days, from 08.30-14.30 hrs approx.** including breaks and learning study visit in school.

Cost for travel

Your Erasmus+ travel support grant is a contribution which can be used for the international travel costs. **Grant:** Based on the travel distance and travel type (standard or green).

Cost for subsistence

Your Erasmus+ individual support grant and organisational support grant are contributions which can be used for covering expenses for accommodation and lunch/dinner which you will have to pay on your own directly in the restaurants. NB! All restaurants, busses, metro etc. are cash-free and you will need to pay with bank/credit card. **Grant:** Country group 1 for travel to Sweden, between 107–191 EUR (depending on what your National agency has decided).

Costs for organisation to support participants with fewer opportunities

Your Erasmus+ inclusion support is a contribution to the organisation of mobility activities for participants with fewer opportunities. **Grant:** 125 EUR per participant.

Details about venue and accommodation

Venue: Kulturfyren, **Svartmangatan no. 6G**, 1st floor, in the old town of Stockholm close to the Royal castle (metro Gamla stan). Code for the door: **5022**. If the group exceeds 12 participants the venue will be changed.

Transportation: Metro map [here](#). The sign for the metro is a “T” (Tunnelbana is the Swedish word for Metro). You can pay with card and you can buy a card for several days. From Arlanda airport you can go by bus or the Arlanda Express train to the Stockholm central station. Bus is cheaper and takes 45 minutes. The train cost slightly more but goes faster, 20 minutes. Go to <https://www.visitstockholm.com/travel-info/> for more information. Do not take a taxi unless it is a serious taxi company and always ask how much it will cost before you jump in. See also, www.visitstockholm.se.

Accommodation: Please, contact info@knowledgepro.se if you need to discuss accommodation. The best way is to contact hotels directly.

Cheaper hotels and appartement hotels: If you need cheaper accommodation an **air-bnb** or a hotel with lower standard can be an option. Appartment hotels will also be a cheaper alternative. Please, contact us before you make a reservation through **air-bnb** so that we can see that you have chosen a **safe area if it is situated in the suburbs of Stockholm**. The inner-city is safe everywhere but in the suburb there are some areas that should be avoided.

Sightseeing and boat trip dinner

There will be separate information on a joint guided sightseeing activity and a pre-booked boat trip (only from April-September) dinner on Wednesday or Thursday. Knowledgepro will pay for these activities except for food. In the winter months the boat activity will be replaced by another activity.

Course certificate and Learning agreements

All participants will receive a course certificate after the completed course. This will be handed out or sent to the participant by post on Friday afternoon. It is important that participants fulfil the whole course and **do not book flights earlier than 5.30 pm on Friday**. The sending organisations' own documents such as learning agreements have to be mailed to Knowledgepro at least **two weeks before** course start date. NB! For courses it is not mandatory with a learning agreement. It is up to your school/NA to decide. As soon as payment has been finalised Knowledgepro and the participant are in agreement. The participant will get a certificate of attendance with learning outcomes confirmed by the finalisation of the course. Attendance should be 100%. Knowledgepro can also sign other validation tools such as Europass.

More details about the course fee and balance payment

Pre-payment:

The course fee is 450 Euro. A pre-payment invoice of 10% of the full course fee amount is required as soon as the final registration has been confirmed by the participant's legal representative by mail to info@knowledgepro.se. An invoice of the pre-payment will then be sent to your legal organisation. **Please, send a.s.a.p. after final registration the contact details referring to whom the invoice should be issued and mail address).**

The pre-payment amount **will not be refunded** in cases of cancellation by the participant. It is possible to replace a participant with another individual if needed. See more under the rubric cancellation below.

Final payment: The course final payment of 90% of the course fee is to be settled no later than four weeks before course start date. An invoice will be sent from Knowledgepro no later than 8 weeks before course start date. If you are a group of more than 3 from the same organisation you will get a discount of 10% of the total participant fee.

Cancellation

For cancellation after payment of final balance, which is due 4 weeks before course start date, there will be no reimbursement, i.e. 0 %. In case of cancellation due to illness or injury, a medical certificate is required and 70% of the course fee will be reimbursed to the legal organisation of the participant on receipt of certificate. It is possible to register later than four weeks before course date if places are available, and then no reimbursement, 0%, will apply.

Important information

Knowledgepro education is not liable for any expenses caused by “force majeure”. Ensure you have the right **insurance** covered by your school for your trip and your stay in Stockholm.

Knowledgepro education Sickla AB

Stockholm 2 January 2024