



POLICY N°6 - PARTICIPANTS' CANCELLATIONS

Proposal by Mario Anderhub and Manon Schürch, 24 November 2016.

First approved on 27 November 2016.

Updated by Patricia Azevedo, Jana Bühler and Eléonore Bleeker, 29 June 2019.

Purpose, Scope and Applicability

§ 1 Purpose

¹ In the past years, the issue of delegate cancellation has been a prevailing one with delegates signing up without really committing to the session and as a result, refrain from attending the full session programme, sometimes without paying the participation fee.

² This policy serves as security for EYP Switzerland should signed up participants cancel on short notice or not show up at all.

§ 2 Scope

³ The goal is to prevent the sometimes not prevailing sense of commitment of delegates for sessions by already forcing them to adhere by the cancellation policy beforehand so that EYP Switzerland has a legal basis and can financially guarantee a bigger security.

§ 3 Applicability

¹ Clear communication of the cancellation policy to all participants during the registration process.

² This policy is notified:

- a. to delegates attending the session during their registration process,
- b. to officials of a session once the entire team confirmed their participation,
- c. to participants of a national event during their registration process.

Regional Sessions

§ 4 Delegates' participation

A valid registration by a delegation and single delegate is only guaranteed if the full participation fee of CHF 45 per signed up delegate is paid onto the official EYP Switzerland bank account at least one full month before the session.



§ 5 Cancellation deadline and refundment

¹ Once the participation fee is paid, it can only fully be refunded to the sender should he or she cancel via email or telephone to the Board Member on National Coordination of EYP Switzerland at least 20 days before the start of the respective regional session.

² The participation fee of CHF 45 will not be refunded in any case. Exceptions can be made at the discretion of the Board of EYP Switzerland, in extreme cases.

³ An empty delegate spot at the session, resulting through a cancellation with less or more than 20 days to go until the session and paid for, can be occupied by a replacement delegate at all times. The delegate name change must be communicated to the Board Member on National Coordination.

⁴ EYP Switzerland reserves the right to discard signed up delegates from their sessions should their participation fee not be paid 20 days prior to the session.

§ 6 Payment at the session

¹ EYP Switzerland will ask delegates who did not pay their participation fee of CHF 45 to do so immediately at the session's check-in, should they still show up.

² Should a delegate cancel his participation without respecting the above-mentioned requirements, EYP Switzerland will ask him/her to pay the full participation fee of CHF 45.

National Selection Conferences

§ 7 Delegates' participation

A valid registration by a delegation and single delegate is only guaranteed if the full participation fee of CHF 100 per signed up delegate is paid onto the official EYP Switzerland bank account at least two full months before the session.

§ 8 Cancellation deadline and refundment

¹ Once the participation fee is paid, it can only fully be refunded to the sender should he or she cancel via email or telephone to the Board Member on National Coordination of EYP Switzerland or to the sessions' Delegates' Support at least 30 days before the start of the respective National Session.

² The participation fee of CHF 100 will not be refunded in any case. Exceptions can be made at the discretion of the Board of EYP Switzerland, in extreme cases.

³ An empty delegate spot at the session, resulting through a cancellation with less or more than 30 days to go until the session and paid for, can be occupied by a replacement delegate at all



times. The delegate name change must be communicated to the Board Member on National Coordination or to the sessions' Delegates' Support.

⁴ EYP Switzerland reserves the right to discard signed up delegates from their sessions should their participation fee not be paid 30 days prior to the session.

§ 9 Payment at the session

¹ EYP Switzerland will ask delegates who did not pay their participation fee of CHF 100 to do so immediately at the session's check-in, should they still show up.

² Should a delegate cancel his participation without respecting the above-mentioned requirements, EYP Switzerland will ask him/her to pay the full participation fee of CHF 100.

National Events

§ 10 Members' participation

Any Member willing to attend a National Event exceptionally requiring a participation fee will only have his/her spot secured only after having paid the participation fee within the deadline given.

§ 11 Refund

No refund will be provided. Exceptions can be made at the discretion of the Board of EYP Switzerland in extreme cases.

§ 12 Replacement

A secured spot can be exchanged with another member at any time.

Approved in Bulle, 30 June 2019 by the Board of EYP Switzerland.

This policy takes precedence over older documents. Unless explicitly specified otherwise, this policy enters into force immediately following its approval.

On behalf of the Board of EYP Switzerland,

Patricia Azevedo, President