

General Terms and Conditions



International People's College (IPC) is an independent, non-profit, non-governmental institution. IPC offers non-formal residential education for adults; IPC adheres to the law about the Danish "folkehøjskoler" (<http://www.hojskolerne.dk/the-danish-folk-high-school>) under the jurisdiction of the Danish Ministry of Education.

Visa and Residence Permit issues are dealt with by the Danish Immigration Service, as well as the Danish diplomatic missions abroad.

Registration for residence and health insurance is taken care of by The Regional State Administration of Greater Copenhagen Area or the local authorities in Helsingør respectively.

1. Eligibility

All students must be at least **17½ years old at the time of admission**. There is no upper age limit. There are no formal requirements for a stay at IPC other than the **motivation to learn and to contribute**, as well as the **understanding** of the "folkehøjskole" educational format.

2. School Fee, Application Fee, Deposit, Student Residence Permit Processing Fee

The **IPC School Fee** covers the tuition (educational programme, class material and some excursions), accommodation at IPC including bed linen as well as three meals per day. Dates and prices of the upcoming terms can be found on the IPC website.

The **Application Fee** amounts to 300 DKK (cca 40 EUR). It is non-refundable and is to be paid together with the School Fee.

A **Deposit** of 800 DKK (cca 110 EUR) will be refunded at the end of your stay at IPC as long as you have fulfilled your obligations. It is to be paid together with the School Fee.

Student Residence Permit Processing Fee of 1600 DKK (cca 216 EUR) is added to the School Fee of all applicants from outside the European Union. IPC pays this amount directly to the Danish Immigration Service on your behalf in order to start your Student Residence Permit application procedure; this fee is non-refundable except under very special circumstances decided by the Danish Immigration Service.

3. Accommodation, Meals

IPC provides **single and double rooms** organized in small units sharing one bathroom (a shower and a toilet). Only a limited number of single rooms are available for an extra cost of 150 DKK (cca 20 EUR) per week, which will be added to the School Fee if you indicate a preference for a single room in your application form.

IPC has a **non-smoking policy** except at designated outdoor smoking areas.

Three meals are served per day with an option for a vegetarian diet. Other dietary requirements should be communicated to the administration at IPC prior to the start of the term.

4. Acceptance, Non-Acceptance, Enrollment

Your application will be **considered by an admission committee** once we have received its signed and printed version, together with the letter of attorney and two passport photographs. Allow several weeks for the processing of your application.

If you are **NOT accepted** to study at IPC, you will receive an email informing you of the decision.

If you **ARE accepted**, you will receive an **Acceptance Letter** with instructions on how to pay the School Fee together with all other applicable fees as described above.

When IPC receives your **FULL payment**, we will issue an **Enrollment Letter** and will guide you through the procedure of acquiring a **Student Residence Permit** (for applicants from outside the EU - count on several months for processing) or an **EU Residence Document** (for applicants from the EU/EEA/Switzerland - acquired after arrival at IPC). You are responsible for any visa-related expenses.

Special agreements allow **Nordic applicants** to live and study in Denmark without residence permits.

Please download and read the detailed instruction PDF about the IPC Enrollment Procedure from the IPC website.

5. Attendance, Absence, Timetable

By enrolling at the International People's College, you **commit to attending a minimum of 28 lessons per week**. One lesson equals 45 minutes of teaching/learning. **Two thirds (2/3) of the costs of your stay at IPC are funded by the Danish Ministry of Education** and your physical presence in classes and active participation in organized activities is the main precondition for having the **status of "folkehøjskole" student**.

Any **absence in class** should be agreed upon with your teacher beforehand. If you fail to attend classes without any reasonable excuse, you may jeopardize your stay at IPC.

You are expected to take an active part in the **shared household duties** (washing up, cleaning), **contact group activities** (life stories sessions, contact group meals), **all morning and evening fellowships**, as well as **planned excursions and cultural programs**.

During the term you are only **allowed to travel if this does not affect your attendance** in class. In case of serious illness in your family or thoroughly documented activities important for your future education or working life, permission for a leave can be granted by the principal.

There are no exams, test, marks or diplomas at IPC. At the end of your stay you will receive a certificate documenting your stay at IPC. The certificate is not recognized as a formal education diploma and it serves mainly as a reference.

You compose your timetable after your arrival at IPC during the introductory week. You must attend a minimum of 28 lessons per week distributed over the five days of a working week. You will be given detailed instructions as how to choose your classes during your first days at IPC.

6. Rules of Conduct, Expulsion

There are a few **elementary rules** of conduct that all students must follow. **Breaking these rules will lead to a warning and eventually to expulsion.**

All IPC students are expected to keep adhere to **Danish law** at all times.

Attendance in class for a minimum of **28 lessons per week** is mandatory.

No drugs are allowed on campus. If you use and/or sell illegal substances such as hash/marijuana on the premises of IPC, you will be expelled. **Use of medication** should be communicated to the school administration prior to arrival at IPC.

Excessive use of alcohol that leads to unacceptable behavior will lead to expulsion.

Aggressive behavior and physical violence is not acceptable and will result in expulsion from the school.

7. Cancellation

“Cancellation” refers to a withdrawal made **before the start** of the term.

Cancellation must be in writing and received by the school at least **four weeks** before the start of the term in order for you to receive a full refund of the school fee less the application fee of 300 DKK (40 EUR) and a deposit of 800 DKK (110 EUR). If this is not done in time, you will forfeit four weeks of your school fees as well.

Any student, who has been denied a Visa or Residence permit or has not yet received the authorization prior to the start of the course, may require a complete refund of all school fees excluding visa fees.

8. Termination

“Termination” refers to leaving the term **once it has begun**.

If you wish to leave before the term ends **without serious reason** (illness or death in your close family), the rule of the Danish “folkehøjskole” states that you must pay for the time you have been a student **plus an additional four weeks** from the day of departure.

Students with a Student Residence Permit endorsed by IPC will only get their refund when proof of arrival to their home country has been received by the school (the Student Residence Permit must be cancelled at the local Danish Diplomatic Mission and a copy of the cancellation letter be sent to us).

9. Extension

We encourage extension of your stay at IPC, as long as you give IPC at least a **four-week notice**.

Your application for an extension and essay will be assessed by the teachers’ council and you will be asked to pay all school fees prior to the start of term.

10. Medical Insurance and Coverage

Students from all countries are advised to take out **personal insurance for medical and dental care**. Students who are staying for more than 3 months and have a Residence Permit upon arrival in Denmark will be covered by the Public Danish Health Insurance system after 6 weeks. Please be aware that the Public Danish Health Care system covers only a very small amount of the total costs of dental care and prescribed medication.

11. Theft Insurance

The school's theft insurance does not cover privately owned articles and the college takes no responsibility for lost/stolen items.

12. Program Changes

IPC reserves the right to change starting dates, course curriculum and program due to unforeseen circumstances.

13. Data Protection

Personal information and data related to current or future students are considered **confidential** and will not be handed over to or shared with a third-party; **exempt from that rule are authorities** such as the Immigration Service, The Regional State Administration of Greater Copenhagen and the Municipality in Helsingør, to the extent that interchange of such information is necessary to establish **Student Residence Permits** and/or **health care**.