



Participant's Contract [TRIP NAME]

Contracting parties

Party A.

Ben Pabst, International Coordinator

Acting on behalf of

SV Machiavelli

Nieuwe Achtergracht 166

1018 WV Amsterdam

Email: international@svmachiavelli.nl

Chamber of Commerce (KvK) number: 40537308

Party B.

[TRIP NAME] participant signing contract, henceforth referred to as '(the) participant'.

Article 1: Travel agreement

1.1 Participant takes part in the [TRIP NAME] to [LOCATION(S)] from [DATE TO DATE, YEAR].

1.2 Participant is a member of SV Machiavelli and has paid all fees associated with membership of the association.

1.3 Participant is aware of the fact that transport costs to [LOCATION(S)] are included in the participant's fee and that the participant is on time for the departure of the respective [MODE OF TRANSPORT]. In the event that the participant arrives too late to board the plane, the extra costs of transportation will be incurred by the participant.

1.4 Participant is obligated to follow the [TRIP NAME] program, as determined by SV Machiavelli and as per the instructions issued by SV Machiavelli.



1.5 SV Machiavelli reserves the right to adjust the program of the [TRIP NAME], both before and during the [TRIP NAME] - when SV Machiavelli deems this necessary.

1.6 Registrations are processed via [motivation letters/spot on waiting list]. In the event that there are more registrations than available spots, SV Machiavelli will select participants [on the basis of their motivation letter/spot on the waiting list].

Article 2: Payment

2.1 By signing this contract, participant obligates him- or herself to pay a [COST] participant's fee. Participants with a Dutch bank account are to pay the [COST] participant's fee through SV Machiavelli's website (www.svmachiavelli.nl) **before [DEADLINE PAYMENT]**. Participants without a Dutch bank account are to pay the [COST] participant's fee in the Machiavelli office by card before **[DEADLINE PAYMENT OFFLINE]**

2.2 Participant remains obligated to pay in the event of their cancellation. The only exceptions to this rule are laid out in Article 3.

2.3 SV Machiavelli is the sole party authorized to replace participant with another person on the waiting list.

Article 3: Cancellation by the participant

3.1 If participant decides not to participate in the [TRIP NAME], participant should send an email to international@svmachiavelli.nl to inform SV Machiavelli about this no later than **[DEADLINE DEREGISTRATION]**. First, SV Machiavelli will ask persons on the waiting list for the [TRIP NAME] if they are still willing to participate. If there are no more willing persons on either waiting list, participant may suggest a person to replace him/her. To do this, participant must inform international@svmachiavelli.nl of this before **[DEADLINE WITH REPLACEMENT]**.

3.2 If participant decides not to participate in the [TRIP NAME] and neither they nor SV Machiavelli find someone else to take participant's place, the participant does not have the right of restitution of the participant's fee. If participant has not payed at the moment of cancellation, participant is still required to pay the participant's fee.

3.3 If participant has symptoms similar to **COVID-19** as defined in Art. 8.1 five days before departure the person is obliged to try to get tested and will only receive a refund if the participant is confirmed to have **Covid-19**. If participant has symptoms similar to **COVID-19** as defined in Art. 8.1 or is otherwise advised to stay home as defined in Art. 8.1 it is possible for him/her to cancel the [TRIP NAME] until [DEPARTURE TIME] and receive a refund. If participant does not show up without sending an email with their cancellation to international@svmachiavelli.nl, participant will not receive a refund.



Article 4: Travel requisites

4.1 Participant is required to fill in the Travel Form with complete accuracy during registration.

4.2 SV Machiavelli is not liable for any damages incurred related to incorrect filling in of the aforementioned Travel Form mentioned in article 4.1.

4.3 If participant does not fill in the Travel Form within the aforementioned 48 hours, SV Machiavelli reserves the right to replace participant with a person on the waiting list.

4.4 Participant is required to bring all necessary travel documentation, including a **valid passport** and, if necessary, **valid visa documentation**. All costs for said documentation are to be paid for by the participant. SV Machiavelli does not accept any liability for these travel documents and cannot restate the participant's fee in the case of a denied (e-)visa.

(IF VISA NEEDED for that country or EU):

4.5 Participants of the nationalities listed underneath can apply for an e-visa. The participant is responsible for applying for their visa at the appropriate time. Machiavelli cannot accept any liability for a denial or late issuing of an e-visa.

COUNTRIES VISA

4.6 Participants of other nationalities than those listed above need not apply for a visa.

Article 5: Study programme obligations

5.1 Participant is responsible for completing/meeting any homework assignments, exams and attendance requirements set by the programme. SV Machiavelli takes no responsibility for any missed assignments or missed lectures/tutorials.

Article 6: Cancellation or shortening of the [TRIP NAME]

6.1 SV Machiavelli is authorized to change or adjust the date and time of departure. The [TRIP NAME] can be extended or shortened by three days.

6.2 SV Machiavelli reserves the right to cancel the [TRIP NAME] in cases of insufficient interest or any other reasons relevant to the success of the [TRIP NAME], including but not limited to the financial feasibility and/or unforeseen circumstances. Unforeseen circumstances are to be understood as:



- (civil) war, or a corresponding condition;
- disturbances, where firearms are used;
- nuclear reactions, no matter how and where;
- hi-jacking, strikes or terror;
- natural disasters;
- sicknesses and epidemics, pandemics
- a negative travel advisory from the Dutch Government or any part of it;
- a negative travel advisory from the University of Amsterdam or any part of it;
- And similar conditions or situations.

6.3 In the case of delaying or expediting the [TRIP NAME] by SV Machiavelli, the participant remains obligated to fulfill this contract's obligations, including payment of the participant's fee.

Article 7: Compliance

7.1 SV Machiavelli reserves the right to send a participant home.

7.2 SV Machiavelli should formulate clear rules and inform the participants about these rules. When a participant does not comply with these rules or the terms of this contract, depending on the situation, point 7.1 will take effect.

COVID RULES from Machi

7.3 **The International Coordinator (Ben Pabst)** or any other current Machiavelli Board Member can deny participants from participating in activities in which sufficient distance cannot be held or are judged as not safe enough due to the **Coronavirus** to reduce risk of infection in the group

7.3 When a participant is sent home, the costs for this will be incurred by the participant him- or herself.

Article 8: COVID-19 Rules

8.1 General rules and guidelines:

- Keep at least 1,5-meter distance between others at all time [depending on the trip]
- Stay home if you have symptoms (fever, coughing, sore throat, loss of taste and or smell, shortness of breath, etc.) of COVID-19,
- Stay home if your housemate has a fever or shortness of breath,
- Stay home if you have been in contact with someone who tested positive with COVID-19,
- Wash your hands regularly,
- Cough and sneeze in your elbow,
- Avoid busy moments in public transportation,



- All other updates and changes made regarding the rules and guidelines of the government and the RIVM, and the national and local rules and guidelines of the current destination .

8.2 Compliance and COVID-19

1. All participants must follow the rules and regulations of the RIVM and the government in the Netherlands, the national and local rules of the trip destination.
2. All participants must follow the instructions given to them by the staff of the event location or by the organizers of the event.
3. Participants who do not comply with article 8.1 may be sent home from the trip, with no restitution of the participant's fee.
4. Participants who experience symptoms of the corona virus should not come to the event and can be denied participation in the trip.
5. Participants who experience symptoms of the corona virus should not come to the event and can be denied access to the event by the staff of the location or by the organizers, the organizers of the event will ask at the entrance of the event if participants, guests or other relevant actors have one of these symptoms.
6. Participants automatically accept that, by joining physical trips organized by SV Machiavelli, their information, e.g. address and contact information, which is relevant for contact tracing efforts, will be forwarded to the relevant authorities, in the case that it has been confirmed or there is a suspicion that somebody has been infected/was infectious during one of the events.

Article 9: Other regulations and agreements

9.1 When a participant signs this agreement, he or she agrees with all the conditions and agreements above.

9.2 Participant signs this agreement by registering for the [TRIP NAME] and filling in the associated form via the SV Machiavelli website (www.svmachiavelli.nl).

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