These terms and conditions apply to the **'Lead to Empower'** program organized by BrandedU. It is your responsibility to read and understand our cancellation policies. We are happy to answer all your questions and personally help you further.

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## Payment

The program fee covers all training expenses including travel, food and accommodation costs.

Payment in full amount needs to be ensured no later than 6 weeks before the start of the program.

All payments are non-refundable but may be transferred to a future date.

If you need to reschedule your participation please email us, we are here to help out. The latest time to reschedule is 2 weeks in advance so we can change your flight arrangements.

## **Travel Insurance**

We HIGHLY RECOMMEND purchasing your own travel insurance so your trip fees will be covered in case you have to interrupt your stay in Spain for personal reasons.

## **Travel Schedule**

We will make sure to keep you updated on the flight schedule which is subject to change until the day of your flight as the flight operator reserves the right to carry out a change to the timetable.

## **COVID-19 Policy**

We will be keeping you posted on any changes concerning Covid-19 rules and regulations. If there are any extra costs (hotel/transportations) incurred because of Covid-19 within 2 weeks of departure, BrandedU will pass on the incurred cost to the attendee.

The health and safety of our staff and guests is our top priority. We ask that you follow these guidelines to keep yourself and others safe and healthy.

- If you are not feeling well, have a cough, fever, or experiencing other flu-like symptoms, we ask that you please stay home. If you have tested positive for COVID-19 or have been in close contact with someone who has, we ask that youplease stay home. We will work with you to reschedule your program.
- Practice social distancing of at least 1,5m at all times.
- Wear a face mask during travel and during your stay at the hotel as mandated by the local legislation.
- Wash your Hands. Wash your hand often or utilize hand sanitizer.
- Sanitizing Protocol. Your room will thoroughly be cleaned and disinfected as well as shared spaces throughout the day.

I have received, read, and understood the Lead to Empower Terms and Conditions as well as the COVID-19 Policy. I understand that I am responsible for my own personal health and safety.