

### 1. What is the difference between education tour and symposium arranged by CCE?

The Finland education tour focuses on the Finnish education model and specially designed to make the participants aware of as many aspects of Finnish education system as possible. The symposium is generally for 4 or 5 days, out of which first two days are dedicated to the Finnish education model and last two days are reserved for the international paper presentations on creativity in education. So there is more scope for discussion on creative education. One can listen to various studies going on in different parts of the world about creativity.

### 2. Where do we start from?

All participants are required to CHECK IN on Sunday evening at Helsinki hotel/as per the tour schedule.

### 3. Where will we be staying in Finland?

The participants shall be accommodated in popular hotels in Helsinki /as per the tour schedule. Hotels in the range of 120 to 180 Euro per night (breakfast included), are being considered. All hotels are 4 Stars category.

### 4. What is the duration of this training?

The training shall consist of 5 nights & 6 days in Finland. Of these, 5 days shall be for official visits to schools and other institutions and workshops. Participants will be free to explore Helsinki, and other places of interest nearby during free time.

### 5. Does the fee include payment for meals too?

Breakfasts are included in the hotel charges. Lunches and snacks will be served on all 5 days of official visits as per the schedule. Dinners are not provided so that the participants can explore the local cuisine.

### 7. What about visa processing?

CCE will send the necessary documents to the participants like invitation letters but the participants need to arrange their own visa.

### 8. What if I confirm and drop out? Will I be given a refund of the fee?

Refunds are subject to the cancellation policies of the travel agency and the hotel partners.

- Up to 90 days before the tour begins: 30% of the total tour cost or a minimum of 400 euros per person is chargeable plus any fare/accommodation and train fare which is non-refundable #
- Up to 60 days before the tour begins: 50% of the total tour cost or a minimum of 500 euros per person is chargeable plus any fare/accommodation and train fare which is non-refundable #
- Up to 30 days before the tour begins: 70% of the total tour cost or a minimum of 1000 euros per person is chargeable plus any fare/accommodation and train fare which is non-refundable #
- From 30 days to the start date of the tour: No refund (any case, visa refusal, medical emergency, etc. also)
- No Show: No Refund

## 9. What are some of the key dates?

Last date for sending the registration form and paying full training fee - 45 days before the tour starts

Last date for sending all the documents for Visa and Ticketing - 45 days before the tour starts

Important: Visa Application - To ensure timely processing and avoid delays, we recommend applying for your Schengen visa well in advance, in accordance with the visa office guidelines of the respective country. For detailed information about Schengen visas, you can visit the official Schengen Visa Information website: <https://www.schengenvisainfo.com> and [Schengen Visa - Europe Short Stay Visa Types and Application \(visaguide.world\)](https://www.visaguide.world)

Applications should take around 15 days but can take up to 30 days to process, especially during busy periods. However, it may take up to 60 days in complex cases or if there is a backlog of applications - so apply early.

\* Schengen Visa may take longer to complete the process - up to 30 working days. You will get more information about Schengen Visa via this link - [Schengen Visa - Europe Short Stay Visa Types and Application \(visaguide.world\)](https://www.visaguide.world)

## **Fees, Registration and Payment**

**How can I get a VAT exemption? What kind of document is needed?**

For VAT exemption, you need to register as a representative/employee of a company or organization. At the end of the registration process, it is required to attach that company's or organization's tax certificate, trade register extract, or similar from your country.

### **How much would a customized visit program or study tour cost per participant?**

The most crucial factor is the number of participants. As approximately 95% of the study tour expenses are fixed (fees to the schools, experts, host, transportation, renting the venue, etc.), the total cost is very similar for 10 or 30 participants. The best way to have a low price per participant is to gather a big group. When you know the number of participants, we can give you an exact price. Alternatively, if you don't know the number yet, we can provide you with a cost per participant, but always with a minimum number of attendees.

### **What if I get sick and cannot travel?**

You can substitute someone else from the same organization by sending us a notification ASAP. Alternatively, You can get a 100% voucher to attend any other CCE Finland's events or visit programs later. However, we recommend that you get insurance to cover the possible loss of plane tickets, accommodation, and our fees.

### **I need a visa to travel to Finland. Could you write me an invitation letter?**

CCE Finland will write invitation letters only after the full payment. In case the participant cannot get a visa and sends evidence about the rejected visa application, CCE Finland will refund the paid amount. However, 100 euros (excl. VAT) will be deducted as an administrative fee.