

## **Model G20 Virtual Summit Enrollment Agreement**

### **Applicability of Policies**

Model G20 Virtual Summit participants are to adhere to the policies listed under "Model G20 Virtual Summit Enrollment Agreement" as well as the policies for each specific program and event they are enrolled in. Please check the policies of each program if you are enrolled in more than one with Knowva Academy. Please email us at [info@knowva.com](mailto:info@knowva.com) if you have any questions about the policies or how they apply to you. All policies are subject to change without notice.

Please refer to each program's admissions criteria. Knowva Academy reserves the right to determine admissibility to its courses and programs based on factors including but not limited to findings during a review of past academic or behavioral records. Knowva Academy's program admission committees will be reviewing applications based on the quality of information submitted by the applicant relative to the specific criteria outlined for the course or program.

### **Eligibility, Admissions, and Enrollment**

Knowva Academy reserves the right to admit, to deny admission, or to offer provisional admission. Admission may be denied to individuals who do not satisfy the eligibility criteria. Knowva Academy is not obligated to offer any feedback for declined admissions.

In the event that prerequisite criteria must be satisfied prior to admissions, this information will be made known under the program descriptions. It is the applicant's responsibility to be aware of such prerequisites prior to applying.

To be considered officially enrolled in a program, the applicant must ensure that:

- The program application form has been successfully completed and submitted on Knowva's online platform.
- Tuition payment for the program has been made and the balance is cleared.
- Any additional requested materials are received and approved by Knowva Academy.

## **Withdrawal Policy**

The Model G20 Virtual Summit aims to build an online global community for high school students around the world. It relies on team collaboration. Therefore, unless absolutely necessary, we do not recommend withdrawing from your program. Your withdrawal can impact the learning experience and progress of your teammates.

Proper notification of your intent to drop or withdraw from a program is necessary in order to be able to officially un-enroll in that program. You will be required to email [info@knowva.com](mailto:info@knowva.com) with the following information at least fifteen (15) days before the start of your registered program:

- The name of the program you are enrolled in
- The start and end dates of the program
- Your reason for withdrawing
- Your contact information

The following actions do not constitute a withdrawal:

- Non-attendance
- Non-participation
- Discontinuity of study

## **Non-Participation Policy**

Students are responsible for their learning progress. Knowva Academy holds its students to the highest standards when it comes to being punctual and actively engaging with others in the program. It is the students' responsibility to seek assistance when appropriate. Completion of program material within stipulated deadlines and attendance of program sessions is required.

If you are unable to complete program material by a deadline or attend program sessions due to illness or an emergency, it is your responsibility to reach out to Knowva staff to make arrangements. Unexcused absences may result in program failure and/or dismissal from the program entirely without recourse.

## **Refund Policy**

The program fee is non-refundable once the application is complete.

In the event that you decide to postpone participation in the program you are currently registered for, or would prefer to attend the same program but with a different start date, as a courtesy Knowva Academy will try to accommodate this one-time change request. However, there is no guarantee, as successful placement would be contingent upon the available space in the alternative program. You must notify Knowva Academy in writing at [info@knowva.com](mailto:info@knowva.com) at least thirty (30) days before the start of the program you are currently registered for. If your extension request is accepted, a second request will not be considered, and the fees paid will not be refunded.

### **Disciplinary Removal Policy**

Knowva Academy reserves the right to remove students from any program for violation of any of Knowva Academy's policies. There will be no refunds when students are administratively withdrawn for violating academic or student conduct policies. Students who are withdrawn for disciplinary reasons will be immediately removed from the program and will no longer have access to program materials and activities.

### **Cancellation/Postponement of Program**

Knowva Academy has every intention to uphold execution of its program, but in the event of low enrollment or other circumstances beyond the organization's control, Knowva Academy reserves the right to cancel or postpone its program.

Students will be notified via email (and phone, when possible) when a program is postponed or canceled. Postponed or canceled programs are eligible for refunds of tuition and any applicable registration fee if the postponed or canceled program was the only program in which the student was enrolled in or intended to take. If you have any questions regarding payment or refunds, please contact Knowva Academy at [info@knowva.com](mailto:info@knowva.com).

### **Force Majeure**

Knowva Academy will not be liable for, or will be considered to be in breach of or default under this Agreement on account of, any delay or failure to perform as required by this Agreement as a result of any causes or conditions that are beyond Knowva Academy's reasonable control and that Knowva Academy is unable to overcome through the exercise of commercially reasonable diligence. If any force majeure event occurs, Knowva Academy will give prompt written notice to participants and will use commercially reasonable efforts to minimize the impact of

the event, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, internet or other telecommunication delays, fires, floods, riots, wars, terrorist acts, pandemics, epidemics, and/or viral bacterial outbreaks.

### **Technical Requirements Policy**

Students enrolled in Knowva Academy's Virtual Summit must have regular access to a computer with a reliable high-speed internet connection. Students are expected to log in to Knowva Academy's platform and Zoom to attend online simulation sessions. If any sessions require students to have additional software, students will be notified of these requirements in advance.

### **Getting Help/Support**

Technical support is available 24/7. Please contact support at [support@knowva.com](mailto:support@knowva.com) if you encounter any technical difficulties.

### **Trademark and Logo**

You may not use any Knowva Academy or Model G20 trademark without our prior written approval.

### **Other Rights**

You hereby grant to us the limited right to use your name and/or other marks for the sole purpose of listing customers as users of the applicable products and services in our promotional materials. We agree to discontinue such use within fourteen (14) days of your written request.

### **Photography and Film Material**

By accepting Knowva's Terms & Conditions, the student accepts that Knowva Academy can freely use all photography, film, and sound material that has been created by Knowva Academy and Knowva Academy's staff during the program which contains the student, without asking further approval from the student. The student also accepts that Knowva Academy can freely use photography, film, and sound material that the student has submitted to social networks, such as Instagram and Twitter, under the hashtag #KnowvaAcademy or other hashtag invented or

promoted by Knowva Academy for any advertising or marketing of Knowva Academy products and services.

### **Student Code of Conduct**

Students agree to abide by student conduct rules and other policies while enrolled in Knowva programs. Inappropriate conduct includes but is not limited to illegal activity or behavior that deliberately disrupts the learning environment. Students in breach of this code of conduct will be expelled or suspended from the program and no refund will be issued.

### **Contact Information**

If you have any questions about these Terms and Conditions or anything else, please contact us at [info@knowva.com](mailto:info@knowva.com) or via mail at:

Attention: Legal Department  
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