

IRO Announcement no 13/20/SMS/SMP 2019/2020

“Erasmus – Mobility for studies and traineeships (KA103/2019)”

**STUDENT MOBILITIES WHICH HAVE BEEN CANCELLED, SUSPENDED OR STOPPED
BEFORE DUE TIME – SETTLEMENT OF COSTS**

The information below lists the cases in which students can apply for a reimbursement of costs incurred due to the mobility (based on the directives of the National Agency of the Erasmus+ Programme and the European Commission – as of May 5th 2020). Check if any of the situations refer to you.

SITUATION 1 – YOU DID NOT GO ABROAD BUT YOU HAVE INCURRED SOME COSTS

In such a case you can apply for a reimbursement of:

1. travel costs;
2. other non-refundable costs of the cancelled mobility (ex. deposit for a room in a dormitory, visa fee, insurance fee).

To apply, please send the following documents to Ms. Sybilla Marinković:
sybilla.marinkovic@adm.uw.edu.pl:

1. a request to have your case recognised as affected by *force majeure* (there is no form - you need to write it yourself)
2. your *LA BEFORE the mobility* signed by all the three parties;
3. proof of the costs incurred (ex. an invoice, a receipt, a ticket with a visible price);
4. proof that the cost was non-refundable (ex. email correspondence, a refusal from the tour operator/ carrier to make a full or a partial refund).

Please note that only complete applications will be accepted.

The decision on the reimbursement will be taken by the Foundation for the Development of the Education System – National Agency of the Erasmus+ Programme, based on a special request by International Relations Office (IRO).

SITUATION 2 – YOU WENT ABROAD BUT YOU HAVE RETURNED BEFORE THE PLANNED RETURN DATE

1. If you continue your studies or traineeship at the host institution remotely (on-line), the final amount of your grant will depend on the *Letter of Confirmation* issued by the host university (studies) or *LA After the mobility* (traineeships) issued by the host institution.

In this case, you are entitled to keep your Erasmus funding (the grant) but you cannot apply for a reimbursement of any additional costs (ex. a deposit for a room in a dormitory).

2. If you stopped your studies or an internship and came back from the host country, the amount of your grant will be calculated on the basis of your *Letter of Confirmation* (studies) or *LA After the mobility* (traineeship).

If your additional costs exceeded the amount of the Erasmus funding which was granted to you in the financial agreement (ex. you have been charged with accommodation fees for subsequent months) you can apply for a reimbursement of these costs.

In order to apply, please send the following documents to: sybilla.marinkovic@adm.uw.edu.pl

1. a request to have your case recognised as affected by *force majeure* (there is no form - you need to write it yourself)
2. a scan of your *Letter of Confirmation* (studies) or *LA After the mobility* (traineeships);
3. proof of the costs incurred (ex. an invoice, a receipt, a ticket with a visible price);
4. proof that the cost was non-refundable (ex. email correspondence, a refusal from the tour operator/ carrier to make a full or a partial refund).

Please note that only complete applications will be accepted.

The decision on the reimbursement will be taken by the Foundation for the Development of the Education System – National Agency of the Erasmus+ Programme, based on a special request by International Relations Office (IRO).

Travel costs:

If, earlier, you had not purchased a return ticket to Poland with a date corresponding to your planned mobility end date, you cannot apply for a reimbursement of travel costs incurred due to COVID-19.

If you had a return ticket to Poland purchased earlier (ex. for July 1st), which was cancelled and non-refundable and you purchased another ticket, you can apply for a reimbursement of the costs of the additional ticket, due to COVID-19, only if you cannot cover the cost of the ticket with the (remaining) Erasmus grant.

In order to apply for a reimbursement of an additional ticket, send the following documents to: sybilla.marinkovic@adm.uw.edu.pl:

1. proof that the cost of the ticket was non-refundable (email correspondence, a refusal from the tour operator/ carrier to make a full or a partial refund).
2. proof that you could not cover the cost of the additional ticket with the remaining Erasmus grant (ex. your declaration with a calculation of the total costs incurred against the total Erasmus grant).

SITUATION 3 – YOU STUDIED ABROAD BUT CANNOT COME BACK TO POLAND

If, after completing your mobility abroad, you cannot come back to Poland due to travel restrictions imposed by the country where you are or by Poland, you are entitled to keep the Erasmus grant for the period stated in your *Letter of Confirmation* (studies) or *LA After the mobility* (traineeships) and you can apply for additional funding for the period you spend in the host country waiting for the return.

Please note! The decision to grant you any funding in addition to the funding in the financial agreement with UW must be made by IRO **before the end date of your study period in your financial agreement**. Check the dates of your study period in your USOSweb profile: *mobilities > view > details*

In order to get additional funding, please send the following documents to Ms. Monika Satała monika.satala@adm.uw.edu.pl:

- information on the new date of your planned return journey, with justification of your choice of the particular date;
- information confirming that travelling back to Poland earlier is impossible (email exchange with a Polish embassy, consulate, ministry or airlines or a screen shot of the official information they publish on their websites);
- information about the cancellation of your flight/ journey.

In order to apply for a reimbursement of the costs of the ticket, please follow the steps described in Situation 2.

Warsaw, 07.05.2020 r.

Erasmus Section
International Relations Office at UW