

Please read these instructions before filling in registration!

How to Apply for VAT Exemption and How to Select Your Payment Method.



Are you eligible to get Tax (VAT) exemption ?

When the invoice is issued to an educational institution (such as a school), a private company, or a public organization, you have the option to request a VAT exemption.

To obtain the exemption your need:

- A proof document (tax certificate, trade register extract, or similar from your country).
- A screenshot/picture of a VAT number or Erasmus-related OID (Organization ID) is also acceptable.
- Fill out the mandatory information during the registration.

1 Step 1: Fill Out the Registration Form

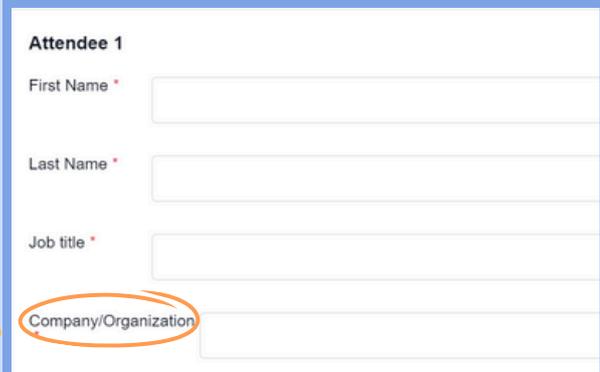
Complete all the required fields in the registration form.

Mandatory Information for VAT Exemption

Company/Organization Box:

Enter the name of your school, organization (public or private company), institution, or NGO.

Please use the same name as it appears in the proof document you will attach.



Attendee 1

First Name *

Last Name *

Job title *

Company/Organization

2 Step 2: Opt for VAT Exemption at Checkout

After filling out the form and proceeding to checkout, you will need to submit your **billing details and choose VAT exemption:**

"School/Company/ Organization name" Box:

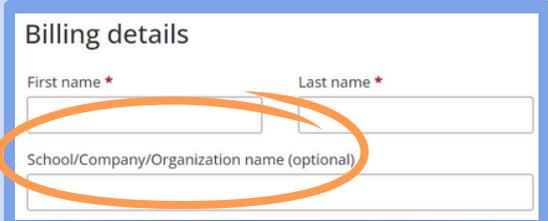
Please use the same name as it appears in the proof document you will attach.

Select the "TAX Exemption" Option

After selecting VAT exemption, upload your tax proof document. Ensure the document is clear, legible, and matches the company details provided.

Upload Proof Document

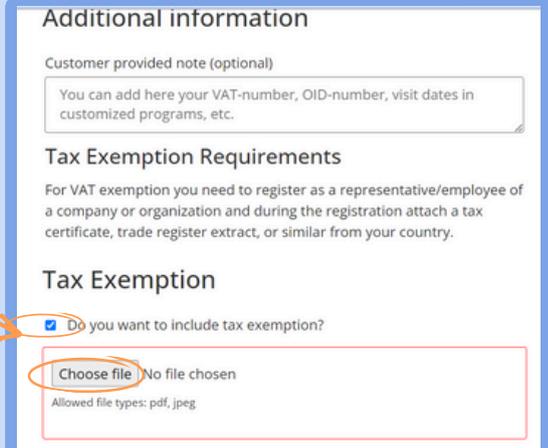
A screenshot/picture of a VAT-number or Erasmus-related OID (Organization ID) is also acceptable. Accepted file formats include PDF or JPEG.



Billing details

First name * Last name *

School/Company/Organization name (optional)



Additional information

Customer provided note (optional)

You can add here your VAT-number, OID-number, visit dates in customized programs, etc.

Tax Exemption Requirements

For VAT exemption you need to register as a representative/employee of a company or organization and during the registration attach a tax certificate, trade register extract, or similar from your country.

Tax Exemption

Do you want to include tax exemption?

Choose file No file chosen

Allowed file types: pdf, jpeg



3 Step 3: Verify VAT Exemption Before Payment

Before making the payment, verify that:

- The VAT exemption has been processed.
- The final amount does not include VAT.

Product	Subtotal
Erasmus+ Job Shadowing * 1	350,00€
Subtotal	350,00€
Total	350,00€

Credit Card (Stripe)

How to Select Payment Method:

Credit Card Payment:

Credit Card (Stripe)

Pay with your credit card via Stripe.

Card Number *
1234 1234 1234 1234

Expiry Date *
MM / YY

Card Code (CVC) *
CVC

Save payment information to my account for future purchases.

Bank transfer (PDF invoice)

or

Bank Transfer (PDF Invoice):

Credit Card (Stripe)

Bank transfer (PDF invoice)

Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your order will not be valid until the funds have cleared in our account.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

Place order

- **Credit Card Payment:** If you choose to pay by credit card, you will be directed to a secure page to submit your information and complete the payment. You will receive instant confirmation of your transaction, your registration will be processed immediately, and a PDF invoice will be sent to your email for your records.
- **Bank Transfer (PDF Invoice):** If you prefer to pay via bank transfer, you will receive a PDF invoice sent to your email, containing all the necessary information for the transfer. Please ensure that you complete the transfer before the deadline specified in the invoice. Once we receive your payment, you will receive a confirmation of your registration.

Need further assistance? Our support team is here to help

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