

### **General terms and conditions for registration and payment**

You can register for our courses via our online registration form, per post or per fax:  
Upon receipt of your registration form you will receive our letter of admission.

### **Payment:**

The course fee as stated in the letter of admission is to be credited to our account no later than 14 days prior to commencement of course/s. If courses are booked on a short-term basis, the total amount of the course fee is to be credited upon receipt of our letter of admission. The amount as stated in our invoice is considered as officially binding. The fees can be remitted via bank transfer or credit card to:

H + G Bank Heidelberg Kurpfalz e G

Account no.: 40029028

Bank code no.: 67290100

### **Confirmation of attendance:**

Certificate of attendance is issued upon completion of the course. Progress reports can be issued upon request.

### **Cancellations and withdrawals:**

Cancellations or withdrawals are only valid and accepted in writing either per email, fax or post. Please note that:

- a fee of 10 € will be deducted if the course is cancelled less than 9 days prior of course commencement.
- withdrawals or cancellations during courses are not accepted including any form of non-attendance even due to illness. Payment of course fees cannot be waived and will be charged in full.

### **Cancellations of courses on behalf of ih Heidelberg – Collegium Palatinum:**

\*ih Heidelberg –Collegium Palatinum reserves the right to cancel or postpone any courses with less than four participants.

ih Heidelberg – Collegium Palatinum reserves the right to cancel any event, course

or lecture due to lack of participants, non-availability of teaching staff or any other reason. Fees credited prior to the event will be reimbursed in full.

Please note that events may take place despite shortage of participants but only upon explicit request and acceptance of increased fees.

**Non-completion of courses:**

No refund will be granted for non-completion of courses or non-attendance of lessons.

**Third person liability:**

Irrespective of the legal justification, the liability of ih Heidelberg – Collegium Palatinum is limited to intent and gross negligence. ih Heidelberg – Collegium Palatinum does neither accept liability for any accidents that may occur during, on the way to and from an event nor for theft, loss or damage of property; the same applies for events offered for children and teens.

Participants are held directly liable for any damages caused to a third party.

**Amendments and changes:**

ih Heidelberg – Collegium Palatinum reserves the right to adjust prices, course dates and course contents without prior notification.

**Privacy policy:**

Your personal data will be stored in the electronic processing system of ih Heidelberg – Collegium Palatinum for administration and correspondence purposes. At the end of term or upon completion of a long-term course any personal data will be destroyed and deleted upon request.

**Advertising and promotion:**

ih Heidelberg – Collegium Palatinum reserves the right to store and make use of any photo material produced for advertising and promotion purposes with the explicit consent of all parties involved (unless respective parties or their parent(s) have disapproved of this practice in writing at the beginning of the course.)