

Terms and Conditions

Course registration

Registrations are normally possible up to five business days prior to the start of a course, unless the course description explicitly states otherwise. Due to the limited number of spaces, it is advisable to register early. No one is entitled to participate in courses with limited space if the courses are full. Course registrations should be addressed to:

AKADEMIE für Wissenschaft,
Wirtschaft und Technik an
der Universität Ulm e. V.
Oberberghof 7
89081 Ulm
Germany
Email: akademie@uni-ulm.de
Phone: 0731 50-25266
Fax: 0731 50-25265

We ask that you please use the designated registration form and fill it in completely. Registrations will be considered in the order that we receive them and then confirmed in writing. Registration will then become binding for both parties. You will receive an invoice for the course fee along with your confirmation of registration.

Terms of payment

Following confirmation of registration and receipt of the invoice, the participant assumes responsibility for paying the course fee in full before the start of the course, by the due date indicated. So that we may properly process your payment, we ask that you please make sure to include the name of the participant and the booking code when making your payment.

Participation in the course can only be guaranteed once the participant has received a confirmation of registration and the course fee has been paid to the ACADEMY office before the start of the course.

Cancellation policy

If course registration is cancelled up to two weeks (10 business days) prior to the start of a course, a processing fee in the amount of 10% of the course fee – at least €15.00 - will be charged. If the cancellation occurs at a later time, if a registered participant does not appear for the course or if his participation is terminated prematurely, the full course fee is generally still due. There will be no refunds of any fees that may have already been paid. This does not apply in the event that the cancelling participant provides a replacement. A replacement may be designated at any time up to the start of the course. A processing fee of €15.00 will be charged for the rebooking.

For certain course programmes, special conditions that differ from these rules may be set by Academy management.

Collection procedure

In the event that a participant fails to meet his payment obligation even 30 days following the start of the course, we will proceed as follows:

1. Payment reminder

The course participant is in default. He will receive a payment reminder, in which a date is set for the payment due (14 days upon receipt of the payment reminder – postmark)

2. Overdue notice

In the event that the payment is still not paid after the set deadline, an overdue notice will be sent. The collection fee is 8% of the total payment amount due (§288 BGB).

Organisation

Courses are carried out in accordance with the published programme contents. The ACADEMY reserves the right to make changes in urgent cases, provided that the course objective remains fundamentally unchanged. Participants are not entitled to specific instructors or venues. Furthermore, participants are not entitled to a replacement for missed courses or parts of courses.

The organiser has the right to cancel courses. In the event that a course must be cancelled on urgent grounds, the ACADEMY undertakes to refund course fees, in full, that have already been paid. Further claims may not be asserted. Scheduling changes will only be made in urgent cases. In the event of a schedule change, participants will be notified immediately. If the new date or time does not suit any of the participants, fees that have already been paid will be refunded as a matter of course. Further claims of any kind may not be asserted.

Your signature on the registration form indicates that you accept our terms and conditions.

Place of performance

Place of jurisdiction

The place of jurisdiction for all disputes is Ulm.

Data protection

In accordance with the German Federal Data Protection Act, we would like to point out that all personal information is saved.

Liability

The Academy is not liable for the loss or theft of objects brought along to courses, especially items from the coat rack and any valuables.

1 July 2008