

# HOCHSCHULE BREMEN

## Pre-Study Course

### Course regulations/ Terms and Conditions of Participation

July 2009

#### **1. General Requirements**

The minimum age for course participants is 18. In exceptional cases participants under 18 may be accepted on request after consideration of the individual application. The decision thereof is the sole decision of the course administration.

#### **2. Enrolment and Terms of Payment**

2.1. The enrolment is valid upon receipt of the completed application forms and payment of the entire course fee into the stated bank account of the International Summer School (Internationale Ferienkurse, in the following: IFK). Upon receipt of the full course fee, a place on the course will be booked. The participant will receive a letter of confirmation.

2.2. If the full course fee is not received by the due date, the participant is no longer entitled to take up his place on the course.

#### **3. Course Fees**

3.1. The contractually binding fee is the fee stated in the current price list at the time of application.

3.2. Should a participant wish to change his or her booking (e.g. change the course dates), an administration fee of EURO 200,- will be charged.

3.3. All fees or other banking charges linked to the payment of the course fees are to be paid by the participant.

#### **4. Cancellation**

4.1. Should the participant be unable to take part in the course, the following conditions shall apply:

- cancellations of a booked course need to be done in writing.
- At cancellation up to 12 weeks prior to the commencement of the course, an administration fee of EURO 500, - will be charged.
- At cancellation at a later date, 80% of the tuition fee will be withheld.
- At cancellation immediately prior to the commencement of the course, the full tuition fee will be withheld.
- If participants do not attend the course or quit the course prior to its official end date, students are not entitled to a refund of the course fees or the accommodation costs.
- Contracting a travel cancellation insurance in your country of residence is recommended.

4.2. The date of cancellation shall be the date of receipt at the IFK course office.

## **5. Arrival**

5.1. Participants unable to arrive by the scheduled arrival date are required to notify the IFK. If such a notification is not received, IFK can make other arrangements for the participant's place on the course.

## **6. Dispatching documents**

Additional fees will be charged for the express delivery of documents.

## **7. Accommodation**

7.1. The IFK acts as an intermediary agent between the course participant and the landlord who provides the accommodation, that is to say that the contract concerning the accommodation is closed between the landlord and the participant in question.

7.2. Separate terms and conditions are valid for the accommodation provided. Participants will receive a copy of these terms and conditions at the course location before making use of the accommodation.

7.3. In most cases a deposit is payable.

7.4. Accommodation bookings can only be cancelled up to eight (8) weeks prior to the commencement of the course. After this date the landlord is entitled to charge 3 monthly rents for the accommodation which has been booked.

## **8. Responsibilities of the Participant**

8.1. It is the responsibility of the course participant to ensure that his or her stay in Germany is legal. The IFK presupposes that the participants are in possession of a valid entry and residence permit for Germany.

8.2. The course participant is solely responsible for his or her own health, accident, liability and personal property insurance. In no case is the IFK liable. The course fee does not include an insurance cover. In the event of illness or damage costs incurred by the participant will not be covered.

8.3. In the unlikely event of the occurrence of infectious diseases the course participant is obliged to report any infections immediately.

8.3. The course participant is required to respect the course regulations and the house rules for the duration of his or her stay.

8.4. In the event of violations of the course regulations or the house rules or unruly behaviour, as well as breaches of the German law (e.g. damage to property or personal injury inflicted onto a third party), the IFK reserves the right to exclude or remove participants from the course or programme immediately. The expenses for early departure are to be paid by the participant. The IFK will not reimburse any fees. The claim for fees remains unaffected.

**9. Liabilities of the IFK**

9.1. The IFK and its employees are only liable for damage and personal injury if they occur due to intent and negligence. Neither the IFK nor its employees are liable for the cancellation of its services due to force majeure, insufficient application numbers, industrial action, reasons due to slight negligence or otherwise unacceptable reasons.

9.2. The IFK reserves the right to cancel the course if the number of participants is insufficient.

9.3. IFK takes no liability for the loss of personal property.

9.4. For damages caused by a participant, the participant is fully liable to the injured person.

9.4. In the event of damage the participant will be charged all expenses related to negligently or wantonly damaged objects of the IFK.

**10. Data Protection**

The participant agrees for the IFK to record and edit personal information for enrolment, accounting and course assessment purposes.

**11. Place of jurisdiction**

11.1. The contract falls under the jurisdiction of German law. In all other respects, statutory provisions apply.

11.2. The place of jurisdiction is Bremen.

Please print and return it signed together with your applications forms:

**Declaration:**

I acknowledge the course regulations/terms and conditions of participation written above and agree to it.

Place, Date

Signature