



# Terms of Participation

## **Registration:**

You can register in person at our office during office hours, by telephone or online.

For online registration, please send us a completed registration form.

You will receive a preliminary confirmation of registration and our payment details by e-mail. As soon as the registration fee (EUR 100) has been credited to our bank account, we will send you a confirmation of registration by e-mail or post. This confirmation can be used for your visa application.

## **Payment Conditions:**

Participants are obligated to pay the course fee within the prescribed period.

The registration fee is EUR 100. It is included in the course fee (EUR 450). The remaining course fee (EUR 350) can be paid by bank transferral or in cash before the beginning of the course or on the first day of the course.

Please note that a binding reservation can only be made after payment of the registration fee has been received.

## **Cancellation:**

Cancellation is possible until the beginning of the course. In case of cancellation, the registration fee of EUR 100 remains with the organiser. Upon agreement it is possible to transfer the paid registration fee to a later course.

In case of cancellation before the beginning of the course, any payments already made beyond the registration fee will be reimbursed. It is not possible to cancel after the beginning of the course. Reimbursement of the course fee in case you discontinue or only partly attend courses is not possible.

## **Cancelled Courses:**

In the event that the number of participants is too small, VIA LINGUA e.V. reserves the right to cancel any scheduled course. In such a case, the paid course fee including registration fee will be reimbursed.

## **Course Material:**

The price for the course books used in class is not included in the course fee. The costs for the course books are approx. EUR 25-35 per course.

## **Liability:**

Participation in any event arranged or organised by VIA LINGUA e.V. is at the participant's own risk.

VIA LINGUA e.V. does not assume any liability for any damage to persons or property.

09.03.2020

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## **Via Lingua e.V.**

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Office Hours

Tuesday 1 p.m. - 2 p.m.

and by appointment