

<https://www.iik-deutschland.de/en/terms-and-conditions/>

1. General requirements for participation

All courses are generally designed for adults. They can be offered in face-to-face, hybrid or online form. Young people aged 16 and over can also take part after consultation and with a declaration from their legal guardians (release from the obligation to supervise). The courses are not suitable for young people under 16. A computer or tablet and a sufficient internet connection are required for homework and self-study or online lessons.

2. Bindingness and reservation of a course place

Every written registration, including the submission of online course booking forms, is binding and obliges the participant to pay in full for the services booked, unless cancellation of the booked services is declared in writing within the cancellation period. Alternatively, each course booking is valid for an online version of the same content and duration. Registration will only be confirmed or registration certificates issued once the booked service has been completed in full or an original declaration of assumption of costs by a third party has been received (e.g. funding or scholarship commitments, declaration of assumption of costs by the employer). The decisive factor is the receipt of payment on the organiser's account or the presentation of receipted payment receipts or cost assumption declarations. Only then is the course place firmly reserved. Original registration certificates used to apply for a residence certificate must be returned to the IIK in the event of cancellation. Alternatively, the IIK can request a copy (scan is sufficient) of the visa refusal by the German Embassy.

3. Time of payment

Fees for booked services are to be paid in full in advance. Fees for accommodation services are to be paid at the latest 24 days before the start of the course (12:00 noon German time). If payment has not been made in full by then, there is no entitlement to further reservation of an accommodation place by the IIK. Fees for course services must be paid by the first day of the course. Course and accommodation places will be allocated in the order in which payments are received, as long as capacities are available. If no places are available on the 1st day of the course, there is no legal claim to course participation despite payment.

This applies unless other conditions have been explicitly stated and agreed in writing for a specific range of services.

4. Means of payment and fees

In addition to cash payment, payment by credit card, bank transfer, cheque or EC card is accepted. Bank charges for deposit, cheque deposit, bank transfer or similar shall be borne by the course participant.

The following charges apply to credit cards from banks outside the EU:

Credit card fee:

Payment up to 399 euros: No fee

Payment up to 999 Euro: 10 Euro

Payment over 999 Euro: 20 Euro

Fee-free transfers from outside the EU are also possible with the Transfermate service.

5. Cancellation period

Ordinary cancellation or postponement of a course event is generally possible in writing up to 14 working days (post/mail received by 12:00 noon, German time) before the start of the event, or even later in the case of certain services (see respective service description). The duration of the postponement(s) may not exceed 12 months. Booked accommodation can be cancelled in writing up to 24 days before the move-in date. For training events and services booked in connection with training events, an ordinary cancellation period of four weeks applies by way of derogation. In the event of ordinary cancellation, the participant will be refunded the full amount paid less bank and credit card charges. In the event of later cancellation, the full course fee is due. Special cancellation conditions apply to booked examinations.

6. Insurance and liability

The course fee does not include insurance cover. The course participant is responsible for taking out health, accident and liability insurance himself/herself, unless corresponding benefits have been agreed separately. The course participant is liable for all damages culpably caused by him/her, in particular also for damages in arranged accommodation.

7. Inability of the course participant to attend

If a course participant is unable to attend all or part of a course after the course has started for reasons that lie within his/her person (e.g. illness, obstacles under residence law or personal

obligations), he/she is not entitled to a refund of the course fees or to attend a course at a later date.

8. Cancellation of a course by the organiser

The organiser may cancel a booked course up to two weeks before the start of the course. In this case, the organiser shall make suitable alternative offers. The holding of a course in online instead of face-to-face form is not considered a cancellation if the course is equivalent in terms of content and time or if the cancellation has to be made on site due to official orders. Upon request, the client will be refunded the full amount paid without deduction of any processing or bank fees in the event of a course cancellation. In this case, however, there is no entitlement to reimbursement of reservation costs for travel tickets or similar. In this case, it is recommended that the course participant takes out travel cancellation insurance.

9. Teaching materials

Unless otherwise stated, the cost of textbooks is not included in the course fee.

10. Course change / course division

Placement in a level is made on the basis of the placement test online or at the institute. There is no entitlement to the determination of the course time (morning or afternoon). It is determined by the organiser.

11. Accommodation

The organiser is the landlord of the accommodation arranged by him, i.e. the contractual relationship regarding the rental exists between the IIK and the course participant.

12. Data protection

The course participant consents to the IIK recording and processing his/her data electronically for the proper implementation of the registration, accounting and performance verification process.

13. Severability clause

Should any provision of the Terms and Conditions of Participation and Payment be wholly or partially invalid or later lose its legal validity, this shall not affect the validity of the remaining provisions.

14. Place of jurisdiction

Place of jurisdiction is Düsseldorf.

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