

## 1. General conditions of participation

All courses are basically designed for adults. They can be offered in classroom or online form. Teenagers from 16 years of age can also take part after consultation and with a declaration of their legal guardian (release from supervision). The courses are not suitable for young people under 16 years of age. For homework and self-study or online lessons, a computer or tablet and sufficient Internet access are required.

## 2. Bindingness and reservation of a course place

Every written registration, including the sending of WWW course booking forms, is binding and obligates full payment for the booked services, unless the cancellation of the booked services has been declared in writing within the cancellation periods. Each course booking is alternatively valid for a corresponding online variant in terms of content and time. Confirmation of registration or the issue of registration certificates will only be issued when the booked services have been paid in full (for four-week and shorter courses) or at least 50% of the course fee has been paid on account (for courses lasting longer than four weeks) or an original cost absorption declaration by a third party has been submitted (e.g. sponsorship or scholarship commitments, cost absorption declaration by the employer). Decisive is the receipt of payment on the organizer's account or the presentation of receipted payment receipts or cost assumption declarations. Only then is the course place firmly reserved. Registration certificates used to apply for a certificate of residence must be returned to the IIK in case of cancellation.

## 3. Date of payment

All booked services must be paid in advance. Accommodation services must be paid in full at the latest 14 days in advance, course services at the latest by the start of the service (i.e. 1st day of the course). If payment has not been made in full by the beginning of the following day, there is no entitlement to further reservation of a course or accommodation place by the IIK, unless other conditions have been explicitly stated for a special service offer or deviations from this regulation have been agreed in writing. Regardless of this, the participant's payment obligation remains in full.

## 4. Payment methods and fees

In addition to cash payment, payment by credit card, bank transfer, check or EC card is accepted. Bank charges for deposit, cheque deposit, bank transfer, etc. are to be paid by the student.

For credit cards from banks outside the EU, the following fees will be charged:

Credit card fee:

Payment up to 399 Euro No fee

Payment up to 999 Euro 10 Euro

Payment over 999 Euro 20 Euro

Free transfers from outside the EU are also possible with the Transfermate service.

## 5. Cancellation period

An ordinary cancellation or postponement of a course event and, if applicable, of booked accommodation is generally possible in writing up to two weeks before the start of the event, or even later in the case of certain services (see respective service description). For further training events and services booked in connection with further training events, a regular period of notice of four weeks shall apply in deviation from the above. In the event of an ordinary termination, the participant will be refunded the full amount paid, less bank charges and a cancellation fee of 50.00 Euro. In case of a later cancellation the full course fee is due. The cancellation fee is due for each service booked. Special cancellation conditions apply to booked examinations. For the duration of the Corona restrictions, the cancellation fee of 50 Euro is waived.

## 6. Insurance an liability

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

## 7. Inability oft he course participant to attend

If a course participant is unable to participate in a course in whole or in part after the start of the course for reasons that lie within his or her person (e.g. illness, legal impediments to residence or personal obligations), he or she has no right to a refund of the course fees or to participation in a course at a later date.

## 8. Cancellation of a course by the organiser

The organizer can cancel a booked course up to two weeks before the start of the course. In this case, he/she will make suitable alternative offers. The execution of a course in online form instead of classroom form is not considered a cancellation, as long as it is a course equivalent in content and time or the cancellation must be made due to official orders on site. Upon request, the customer will be refunded the full amount paid without deduction of any processing or bank fees. In this case, however, there is no claim for reimbursement of reservation costs for travel tickets or similar. In this case it is recommended that the course participant takes out a travel cancellation insurance.

## 9. Teaching materials

Unless otherwise stated, the costs for the textbooks are not included in the course fee.

## 10. Course change/course assignment

Placement into a level is based on the placement test online or at the institute. There is no right to determine the time of the course (morning or afternoon). It is determined by the organizer.

## 11. Accommodation

The organizer is the landlord of the accommodations arranged by him, i.e. the contractual relationship concerning the rental exists between the IIK and the course participant.

## 12. Data protection

The course participant agrees that the IIK may electronically record and process his or her data for the proper execution of the registration, invoicing and proof of performance procedure.

## 13. Severability clause

If a provision of the Terms and Conditions of Participation and Payment should be wholly or partially invalid or later lose its legal force, the validity of the remaining provisions shall not be affected.

## 14. Place of jurisdiction

Place of jurisdiction is Düsseldorf.