

The 11th Wulkow Meeting of Directors of Language Centres
in Higher Education in Europe:

Languages in Higher Education in Europe: Re-Defining the Teacher

17/01/19– 20/01/19

Surname: _____ First name: _____

invoice address: _____

Citizenship: _____

Phone: _____ e-mail address: _____

Fee: Euro 535 (incl. 19% VAT) payable until 16/11/18

Inclusive: single room with full board and transfer Frankfurt (Oder) – Wulkow -Schönefeld Airport Berlin/Berlin
Mainstation, excursion, coffee breaks, materials, excluding drinks

Yes, I will participate in the meeting.

Date _____ Signature _____

(With his / here signature the participant accepts the general terms and conditions of business of viadrina sprachen gmbh.)

Deadline for registration: 16/11/18

Please complete and return to:

 viadrina sprachen gmbh
Logenstraße 9-10
15230 Frankfurt (Oder)
 0335 – 40 16 324
 0335 – 40 16 325
info@viadrina-sprachen.com
www.viadrina-sprachen.com

All charges are for the account of the participant.

Account holder:	viadrina sprachen gmbh
Account number:	53 48 83
Bank routing number:	120 300 00
Bank:	Deutsche Kreditbank AG
reference:	your name/ meetingWulkow19

Swift-Code:	BYLADEM1001
IBAN:	DE0612030000000534883

General Standard Terms and Conditions

1. Programme and services

1. These General Standard Terms and Conditions relate to the services described in the programme.
2. Special terms and conditions apply to services that are offered in the semester language courses based on the contract with the Europe University Viadrina (see Terms and Conditions for Semester Courses).
3. In the case of courses involving private tuition, the services agreed in the contract apply.
4. In cases where viadrina sprachen gmbh arranges services that are not part of the programme's described range of services – e.g. travel cancellation insurance, transport services, services from other providers' programmes – for the participants of a programme, the contractual terms and conditions of the respective service provider apply.
5. The minimum age for participation in viadrina sprachen gmbh's courses* is 18. Special terms and conditions of participation apply to younger participants, who furthermore require the consent of their parents or guardian.

2. Registration

1. Please complete and return the registration form to viadrina sprachen gmbh. Your registration will not be deemed to have been accepted until it has been checked and confirmed by viadrina sprachen gmbh.
2. Registration will be deemed to be booked once the full course fee has been paid in cash or by bank transfer before the registration deadline (you will receive a receipt or invoice).
3. The contract will be deemed to be formed on confirmation by viadrina sprachen gmbh.
4. In the case of courses involving private tuition, the payment terms are described in the contract.
5. If not enough registrations for a group course are received by the registration deadline, we reserve the right to cancel the course. In this case, tuition fees that have already been paid will be refunded in full. If payment is made in good time, your place on the course is guaranteed if the minimum number of participants is reached and enough places are available.

3. Course dates

1. The participants will be informed about the course dates before the course begins. viadrina sprachen gmbh will inform the participants of any changes at least 24 hours prior to the course date.
2. In the case of private and small-group tuition, participants can arrange other dates with the teacher(s) with the approval of viadrina sprachen gmbh.
3. In the case of private tuition, dates can be postponed if you inform viadrina sprachen gmbh 24 hours before the scheduled class. A full charge will be made for the class if shorter notice is given.
4. There will be no teaching on national holidays in Germany or in the host countries. No refund will be paid for any lessons cancelled because of national holidays.

4. Withdrawal

1. Participants can withdraw from the contract at any time before the programme has begun. We recommend sending the notice of withdrawal by registered mail.
2. If the notice of withdrawal is received:
 1. before the registration deadline, the course fee will be reimbursed in full.
 2. after the registration deadline but 14 days before the start of the course, viadrina sprachen gmbh reserves the right to retain up to 50% of the course fee.
 3. After 14 days before the start of the course and after the start of the course, the entire course fee will be retained, i.e. there will be no reimbursement.
3. At the beginning of the programme you can ask to be replaced by a third party as course participant, unless there are special reasons that make this impossible. We charge a processing fee of €10 to register a substitute participant.
4. In the case of programmes conducted abroad, we recommend that you take out travel cancellation insurance that will reimburse cancellation fees (minus a deductible in the event of non-departure) and any additional costs incurred because of early or late return as a result of illness.

5. Passport, visa and health regulations

You are yourself responsible for complying with the respective passport, visa, currency and customs regulations and for procuring an entry visa, if necessary. Should a visa and a passport be required for participation in a programme, you will find relevant information in our registration confirmation and/or in the viadrina sprachen gmbh newsletter (Infobrief). In this context, all participants (travellers) who do not hold German citizenship undertake to expressly make this fact known. The cost of procuring visas is not included in the travel price.

6. Liability and limitation of liability

1. viadrina sprachen gmbh is liable with the due care and diligence of a prudent businessman for the implementation of the programme and for the careful selection and monitoring of service providers.
2. The liability of viadrina sprachen gmbh for damage (excluding physical injury) is limited to three-times the travel price – inasmuch as damage to the traveller is caused neither intentionally nor by gross negligence or if viadrina sprachen gmbh is solely responsible for damage caused to the traveller by the fault of a service provider.
3. Course participants are liable for all damage caused by them and must themselves reimburse owners who have suffered damage.
4. All participants are encouraged to take out health and liability insurance.

7. Final provisions

For viadrina sprachen gmbh, the venue for the settlement of any disputes is Frankfurt an der Oder. German law applies.

* The term "courses" is defined here to cover not only courses in the narrow sense of the word, but also workshops and events.