



## **Winter Academy on Intercultural Competence 2018 General Terms and Conditions**

### **Participation conditions**

Only fully completed registration forms will be accepted. The registration will only be confirmed upon receipt of payment in full. Please ensure that the full tuition fee is received in our account. Please be aware that banks both in the country of origin and destination of the transfer usually charge international transfer commission which need to be covered by participants.

If the maximum capacity of participants is reached, the organizers reserve the right to refuse any further registrations.

### **Cancellation Policy**

Notification of cancellation must be made in writing via email to the organizers. The notification must include all the relevant information regarding the bank account to which the refund will be remitted. Registrants are responsible for cancelling their own travel reservations. The organizers do not accept liability for travel costs.

### **Cancellation Fees**

If the written notification of cancellation is received by December 15, 2017, 75% of the course fees and 100% of the accommodation costs received for the Winter Academy will be reimbursed.

We regret that no refunds will be made for cancellations after December 15, 2017. Refund requests will be processed after the Winter Academy only.

### **Cancellation of the Winter Academy on Intercultural Competence**

The event may be postponed, cancelled, or downsized due to extreme weather, industrial action, acts of God or any event beyond the control of the organizers. In the case of postponing, cancelling or downsizing the Winter Academy the organizers will immediately inform all the registrants by email. In case of cancelling the Winter Academy the registrants are entitled to a full refund of the paid registrations fees.

The organizers cannot be held responsible for any cost, damage or expenses which may be incurred by the registrant as a consequence of the event being postponed, cancelled, or downsized.

### **Modification of the Program**

The Winter Academy organizers reserve the right to modify the program. We shall strive to organize the Winter Academy as published but the scheduled lecturer and trainers cannot be guaranteed.

### **Liability and insurance**

The organizers will not assume any responsibility whatsoever for any damage or injury to persons or property during the Winter Academy. Participants are strongly encouraged to arrange personal travel and health insurance during their stay in Bremen.

### **Data Protection and Sharing of Contact Details**

The organizers will collect and store all personal data for the preparation and execution of the Winter Academy on Intercultural Competence. In addition, the organizers periodically share contact details of participants with third parties that may use these details to contact participants regarding activities at the Winter Academy or other communications which may be of interest. Therefore data might be passed on to third parties unless otherwise explicitly indicated by the participant. Data protection is warranted in accordance with the Swiss Data Protection Act and the Tele Service Data Protection Act.