









**Please mail or fax the registration to:**

Frankfurt School of Finance & Management gGmbH | Trainingsmanagement – Executive Education  
Adress: P.O. Box 100341, 60003 Frankfurt am Main | Telephone: 069 154008280 | Telefax: 069 154008-4280  
E-Mail: lsi@fs.de

# REGISTRATION

## **SYSTEMATIC DECISION-BASED NEGOTIATION**

Mark your participation request (please mark with a cross)

- 04.–06.06.2018  3 days  2.950 Euro  Frankfurt 
- 05.–07.11.2018  3 days  2.950 Euro  Frankfurt 

**Participant**  Mr.  Ms.

.....  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Family Name, First Name  
\_\_\_\_\_  
Date and Place of Birth  
\_\_\_\_\_  
Street / P.O. Box  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Telephone (private)  
\_\_\_\_\_  
Fax (private)  
\_\_\_\_\_  
E-Mail (private)

**Employer**

.....  
\_\_\_\_\_  
Organisation  
\_\_\_\_\_  
Job Title  
\_\_\_\_\_  
Department  
\_\_\_\_\_  
Street / P.O. Box  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Telephone (work)  
\_\_\_\_\_  
Fax (work)  
\_\_\_\_\_  
E-Mail (work)

**Send Correspondence to**

Private  Employer

**Send Materials to**

Private  Employer

**Send Bill to**

Private  Employer

Acknowledgement of receipt of the registration will be sent to the correspondence address you have indicated.

With this registration, I confirm that I have read and understood the **General Conditions of the Frankfurt School of Finance & Management** gemeinnützige GmbH as well as the **Special Conditions of the specific seminar or certification course** I have chosen. The information given on this form will be collected and processed only for the purpose of your participation. It will not be passed on to a third party. You will shortly receive an automatically generated email that will allow you to review our data protection settings and to update them if necessary.

Place, Signature, Date

**Right of cancellation for consumers**

(A consumer is a natural person who concludes a legal transaction for purposes that are, for the most part, neither commercial nor for independent professional activity.)

**Cancellation Policy**

**Right of Cancellation:** You have the right to cancel this contract without giving any reason within the first 14 days. The cancellation period lasts 14 days from the date the contract is concluded. In order to utilize your right of cancellation, you must send the Frankfurt School (Frankfurt School of Finance & Management gGmbH, Adickesallee 32-34, 60322 Frankfurt, Telephone 069/154008280, Fax: 069/154008-4280, Email Address: lsi@fs.de) a clear declaration (for example a letter sent by mail, faxed or emailed) informing us that you have made a decision to cancel the contract. You may use the attached cancellation form; however, the use of the form is not required. To be considered within the cancellation period, it is sufficient if you send the declaration of utilizing the right to cancellation before the cancellation period is over.

**Consequences of Cancellation:** When you cancel the contract, we will refund the money that you have already paid to us including the delivery costs (with exception for additional costs that occur if you chose another type of delivery than the one we have offered, the cheapest standard delivery) without delay and within 14 days from the day we receive your declaration of cancellation. For the refund, we will utilize the same payment method with which it was originally paid unless we come to another agreement with you. In no event will you be paid any sort of remuneration due to this refund. If you demanded that the services begin during the cancellation period, you will owe us the amount that correlates to the part of the services we have delivered before the point in time when you notified us as to the cancellation of the contract in question and compared to the total planned services in the contract.

Place, Signature, Date

# SPECIAL CONDITIONS

## Executive Education: Leadership, Strategy & Innovation (Frankfurt School)

These special conditions apply to this seminar. The General Conditions for all Degree Programmes, Certification Courses, Seminars are applicable in addition to these conditions.

### 1 Changes to/ Cancellation of the Course of Study

1.1 The Frankfurt School retains the right to switch trainers or make program changes as long as the overarching character of the program is maintained. The Frankfurt School further retains the right to change the starting time and/or announced location (within the same city) of learning events due to organizational reasons. In any case, the Frankfurt School will notify students of the necessary changes as quickly as possible.

1.2 The Frankfurt School also retains the right to cancel courses of study when the minimum number of participants (10) is not met (at the latest, 2 weeks before the beginning). In the case of cancellation, students will be promptly informed and the Frankfurt School will do its best to offer the students alternative replacement dates.

1.3 Trainer changes, insignificant changes to the event procedure, or a reasonable change in event location do not entitle participants to a decrease in price or to cancellation of the contract. For cases of significant course content being left out, the study fees will be decreased proportionally. For the cancellation of a course of study, as in Subsection 1.2, the Frankfurt School will promptly refund the paid study fees. Further entitlements are out of the question except in cases of gross negligence or willful misconduct by employees or other vicarious agents of the Frankfurt School.

### 2 Price

2.1 The respective applicable total tuition fees for the course of study, including registration, potential study materials, and completing the examination, is listed in the information brochure and on the registration form.

2.2 The student is responsible for all costs related to means of communication, especially internet access and usage.

2.3 Unless otherwise specified on the registration form, the total tuition fees are due when the registration is approved and should be paid within 2 weeks after the invoice has been issued.

### 3 Provisions for Termination or Changes in Booking for the Students

3.1 A cancellation by the student in accordance with the General Conditions for all Degree Programmes, Certificate Courses of Studies, Seminars must be made in writing. The receipt and date of receipt at the Frankfurt School apply for determining effectiveness and adherence to the cancellation period.

3.2 For a cancellation up to four weeks before the course of study begins, the student does not have to pay an administration fee. For later cancellations, up to two weeks before the course of study begins, 30 % of the tuition fee for the course of study is to be paid. For an even later cancellation, the entirety of the tuition fee must be paid. The student has the right to prove that no damages, or damages equal to less than the entire tuition fee have been caused.

3.3 The student can change their booking for free up to three weeks before the beginning of the originally booked module. Usually there will be two dates for a seminar per year. When the booking is changed later, less than three weeks before the module begins, an administrative fee of 200 Euro will be charged.

### 4 Other Provisions

4.1 The student authorizes the Deutsche Post AG to give the Frankfurt School their applicable current mailing address if mail can no longer be delivered to the previously given address so that future mail related to their course of study can be delivered.

# GENERAL CONDITIONS

## for all Degree Programmes, Certification Courses of Study, Seminars

### 1 Application

1.1 These general conditions apply to the entire business relationship between the student or attendee of a seminar (hereinafter referred to as the "Student") and the Frankfurt School of Finance & Management gemeinnützige GmbH (hereinafter referred to as the "Frankfurt School") on the conclusion of a contract in relation to a degree programme, a seminar or a certification course of study (hereinafter referred to as the "course of studies"). References to the masculine gender apply equally to the feminine gender.

1.2 In addition, the special conditions which deviate from or supplement these general conditions are applicable to individual business transactions; they will be stipulated on the conclusion of the contract with the student. To the extent that the special conditions provide or to the extent otherwise agreed, they shall have priority.

1.3 Please note that in case of legal dispute only the official German version of this General Terms and Conditions is legally binding.

### 2 The Student's Duty to Co-operate

2.1 The student shall punctually provide the Frankfurt School with all information and documentation necessary for the provision of the course of studies. In particular, it is necessary for the orderly conduct of business that the student immediately informs the Frankfurt School of any change of their name or contact details.

2.2 The student must satisfy himself as to the accuracy and completeness of all certificates and other communications from the Frankfurt School and notify any discrepancies without delay.

### 3 Email Address

3.1 Unless otherwise agreed, it is necessary for the orderly and timely completion of all formalities associated with the course of studies for the student to provide the Frankfurt School with an e-mail address and check his email regularly. Students will usually be notified of, e.g. timetables, changes, study instructions and important information (for example, exam results.) by email.

3.2 E-mail communication may be unencrypted.

3.3 It is the responsibility of the student to ensure that his e-mail address is protected from unauthorized access by third parties.

### 4 Study Material

4.1 The study material provided by the Frankfurt School is by way of assistance to the student. It does not to any extent relieve the student of the obligation to conduct his own research, to participate in attendance modules and to keep abreast of current developments in the subject area. In particular, the study material cannot completely cover all possible exam topics.

4.2 The student must acquire additional study material (e.g. legislation, more detailed literature and study aids) at his own expense.

4.3 The Frankfurt School reserves the right to amend or replace and, in particular, to regularly revise the study material provided.

### 5 Data Protection

The Frankfurt School complies with the statutory provisions relating to data protection. It stores data relating to the student in connection with the execution of this contract in accordance with the Federal Data Protection Law (BDSG), s. 28.

### 6 Rights in the Study Material

6.1 The study material, in electronic or in printed form, is provided to the student solely for the purposes of the course of studies and for personal use.

6.2 Unless otherwise agreed or indicated, all rights are retained by the Frankfurt School.

6.3 The student shall not make the study material of the Frankfurt School and likewise the teaching material provided over the virtual campus or other media available to third parties, disseminate it by any other means or infringe the copyright therein. Reproduction is permitted for the purpose of personal study only.

### 7 Liability

7.1 The Frankfurt School is liable in the event of gross negligence or intent, for personal injury, death or injury to health, and, in the event of compulsory statutory liability, in accordance with the statutory provisions concerned.

7.2 The liability of the Frankfurt School for minor negligence shall exclude property damage and economic loss, except in the case of the breach of a term of the contract which is necessary for the orderly execution of the contract to be at all possible, the breach of which endangers the fulfilment of the purpose of the contract, and on the performance of which regular reliance is placed by the student (hereinafter referred to as a "cardinal obligation"). The liability for the breach of such a cardinal obligation is in turn limited to the foreseeable damage typical to this type of contract. This applies also to lost profits and unrealized savings.

7.3 Any deviation in special conditions applicable to an individual business transactions or otherwise agreed, shall have priority.

### 8 Business Disruption

The Frankfurt School is not responsible for damage which is caused by force majeure, civil commotion, war or natural catastrophe, or other reasons beyond its control (for example, strike, lock-out, interruption of operations, domestic or foreign State intervention).

### 9 Liability if the Student is at Fault

In the event of loss due, or in part due, to the fault of the student (for example, a breach of the duty to co-operate provided for in clause 2. of these business conditions), the extent to which the loss shall be borne by the Frankfurt School and the student shall be governed by the principles of contributory negligence.

### 10 Termination

10.1 Unless otherwise provided in the special conditions for the particular course of studies, the contract for a course of studies can be terminated by the student by notice given not later than four weeks before the commencement of the course of studies.

10.2 Notice of termination must be given in writing. At the request of the student, the Frankfurt School will acknowledge receipt of the notice of termination.

10.3 The right of the Frankfurt School and the student to extraordinary notice of cancellation of the contract with good cause remains unaffected. The Frankfurt School has the right to terminate the contract without notice, in particular, if a) the student is in arrears of payment of the invoiced costs of the course of studies and notwithstanding a written deadline and a threat of a possible termination by the Frankfurt School fails to pay within the period of four weeks, or b) notwithstanding a written warning and deadline, the conduct of the student significantly disrupts the orderly teaching or the running of the course of studies or the trustful co-operation between student colleagues, trainers or the Frankfurt School or its staff. The German Civil Code (BGB), s. 323(2) shall apply mutatis mutandis.

### 11 Trainers, Dates and Place of Study

11.1 The Frankfurt School determines the trainers and the course programme Page and/or exam programme at its own reasonable discretion.

11.2 The Frankfurt School determines the event calendar and the examination dates.

11.3 Courses normally take place at the indicated place of study. The Frankfurt School is entitled to transfer individual courses or the courses for individual subject areas to another location within reasonable distance for academic reasons and accommodation requirements.

11.4 The participant is not entitled to the reimbursement of additional expense incurred.

### 12 Payment and late payment

12.1 The invoice is deemed to have been approved by the student six weeks from delivery to the student unless it is queried with the Frankfurt School within this period. On the invoice itself, attention is specifically drawn by the Frankfurt School to the right to make a challenge within this sixweek period.

12.2 The student shall pay the Frankfurt School the charges stipulated in the special conditions.

12.3 Failure to commence or continue the course of studies shall not excuse payment by the student unless Frankfurt School has caused the failure by conduct that constitutes a breach of contract.

12.4 Timely payment of the invoiced charges for the course of studies is necessary for the admission of the student to the course of studies. Hence, the Frankfurt School is not obliged to admit the student to the course of studies if the student is in arrears with the payment of at least 50 % of the invoiced charges.

### 13 Amendments

13.1 Amendments to these General Conditions and the Special Conditions will be notified to the student in writing.

13.2 If the student agreed with the Frankfurt School to electronic communication in their business relationship (e.g. intranet, virtual campus), the amendments can be communicated by these means, if the means of communication permits the student to store or print the amendments in a legible form.

13.3 Amendments to these conditions are deemed to be agreed if the student does not object in writing or by the agreed electronic means of communication. Reference to this consequence will be made by the Frankfurt School in the notification. The student must forward their objection to the Frankfurt School within six weeks of notification of the amendments.

### 14 Written Form

14.1 There are no side agreements. Side agreements must be in writing.

14.2 Amendments, supplements and the cancellation of this contract must be in writing to be effective. This also applies to the amendment of this clause.

### 15 Application of German Law

German law is applicable to the business relationship between the student and the Frankfurt School.

### 16 Place of Performance

The place of performance of the Frankfurt School's educational obligation is the location chosen by the Frankfurt School.

### 17 Jurisdiction

If the student is a merchant, a corporate body under public law, or a public law special property the courts of the seat of the Frankfurt School shall have exclusive jurisdiction in all disputes arising from the contractual relationship between the student and the Frankfurt School.

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# EXAMPLE CANCELLATION FORM

(When you wish to exercise the contract, you may use your legal right to cancellation of this form and send it back to the Frankfurt School.)

**I/we hereby cancel the contract for the provision of the following services:**

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Booked on (\*)/Received on (\*)

First Name / Family Name of the Consumer(s)

Address of the Consumer(s)

Signature of the Consumer(s) (only when sent as hardcopy), Date