

Please mail or fax the registration to:

Frankfurt School of Finance & Management gGmbH | Trainingsmanagement

Adress: P.O. Box 100341, 60003 Frankfurt am Main | Telefax: +49 69 154008-399 | E-Mail: [seminare@fs.de](mailto:seminare@fs.de)



Frankfurt School

# REGISTRATION

## Seminar

Online registration possible at:

[www.frankfurt-school.de/seminare](http://www.frankfurt-school.de/seminare)

### 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 gGmbH** (page 3) as well as the **Special Conditions** (page 5) of the **seminars**.

Place, Signature, Date

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.

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# REGISTRATION

## Seminar

### 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, Fax: +49 69 154008-399, Email Address: [seminare@fs.de](mailto:seminare@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

# 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 E-Mail-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.



# GENERAL CONDITIONS

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

### 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 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.



# SPECIAL CONDITIONS

## for Seminars

### 1 Scope of Application

1.1 These special conditions regulate the registration and further conditions of participation in a seminar from the Frankfurt School of Finance & Management gemeinnützige GmbH (hereinafter referred to as the "Frankfurt School"). Seminars are events that are publicly offered as seminars by the Frankfurt School in their catalogue or website. Details, including for example the event location, seminar fees, and dates, are currently online at [www.frankfurt-school.de/seminare](http://www.frankfurt-school.de/seminare) and can be found by clicking on the respective seminar.

1.2 Apart from these, the General Conditions for all Degree Programmes, Certification Courses of Study, Seminars should be applied. In case of deviating regulation the Special Terms and Conditions have priority over the General Conditions.

### 2 Registration/Confirmation of Participation

2.1 The registration should be completed online, by mail, by fax, or by email using the contact information given on the registration form and under recognition of the General Conditions for all Degree Programmes, Certificate Courses of Study, Seminars as well as these Special Conditions.

2.2 Before the event begins, participants will receive an invitation which includes, among other things, details on the seminar process as well as the invoice.

2.3 For cases of overbooking or registrations not being considered for specific reasons, the participant will be immediately notified. Already paid seminar or registration fees will be refunded to the participant in these cases.

### 3 Billing/Terms of Payment/Group Discounts

3.1 An invoice for the respective seminar will be sent out at the same time as the invitation. The invoice will be due for payment upon receipt and must be paid, at the latest, before the respective event date.

3.2 The seminar price includes the costs of the event, seminar materials, lunch, and a coffee break at the event location.

3.3 For seminars with the relevant discount stated in the event description, a 10 % group discount is given after the booking of the second participant per company and event date.

3.4 The prices in the annual programme 2019, subject to correction, are valid from January 1st, 2019 through December 31st, 2019.

3.5 The seminar prices are exempt from value-added tax (VAT). This exemption does not apply to meals.

3.6 Other costs, such as lodging and travel, will not be included in the invoice by the Frankfurt School. These costs are born by the participant for the respective separate booking with the respective providers. Further details on hotel booking are regulated by the following number 4, sections 4 and 5.

### 4 Event Location/Hotel reservations and billing

4.1 The events take place across Germany in hotels as well as in Frankfurt School facilities in Frankfurt am Main, Hamburg, and Munich.

4.2 The Frankfurt School reserves the right to change the event location unless the change is, for timing or geographic reasons, unacceptable to the participants. When the event location is changed after the registration of participants, the Frankfurt School will inform the participants on the new event location.

4.3 Apart from that, the address for the event location is available online at [www.frankfurt-school.de/seminare](http://www.frankfurt-school.de/seminare) by choosing the respective seminar.

4.4 The participant will receive, with the invitation, a link for the website of an external provider for the optional booking of overnight lodging at the event location. The Frankfurt School is not liable for the content and information from the external provider. The booking, that does not take place through the Frankfurt School but instead through the external provider, is to be handled independently before the event by the participant.

The participant is free to take advantage of other lodging options.

4.5 The participant alone is responsible for notifying the hotel about any changes or cancellation of the booking.

### 5 Annulling/Changing the Scope of Service by the Frankfurt School

5.1 The Frankfurt School reserves the right to cancel the seminar up to 4 weeks before the event date if the minimum number of participants (10) is not met. Replacement dates will be offered if possible. The participants will be immediately notified if such a change takes place. The already paid seminar fees will be refunded in this case.

5.2 The content and process of the seminar programme as well as the trainer can be changed by the Frankfurt School in accordance with reasonable discretion as long as the entire character of the event is maintained, for example, when a trainer is sick. This does not entitle the participants to cancellation of the contract or to a decrease in the invoiced amount.

5.3 When the event is cancelled due to the trainer being sick, force majeure, or any other unpredictable events, there is no entitlement for the carrying out of the seminar. This applies also to the demand that travel and lodging costs be refunded as well as work absence. The already paid seminar fees will be refunded.

### 6 Withdrawal

6.1 The participant can withdraw from the seminar up to 4 weeks before the event begins without further costs. For a later withdrawal, up to 2 weeks before the event begins, 30 % of the seminar fees must be paid. For an even later withdrawal, non-attendance, or partial attendance, the entire seminar fee will be charged.

6.2 The withdrawal should be made by mail, email, or fax to the contact information listed in the registration form.

6.3 The naming of a replacement for the registered participant is possible at any time without cost.

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

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# EXAMPLE CANCELLATION FORM

If you want to revoke the contract, then please fill out this form and send it by letter, fax or e-mail to Frankfurt School of Finance & Management gGmbH, Trainingsmanagement, Adickesallee 32-34, 60322 Frankfurt am Main, Fax: +49 69 154008-399 or e-mail: [seminare@fs.de](mailto:seminare@fs.de).

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

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

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First Name / Family Name of the Consumer(s)

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Address of the Consumer(s)

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