

General Terms of Enrolment

1. Enrolment

Please send the enrolment and payment for all courses to: Humboldt-Institut e.V. Schloss Ratzenried 88260 Argenbuehl Germany

2. Conditions of Payment

Upon receipt of the invoice, a down payment of € 200 and, 30 days before a course begins, final payment must be made. For courses lasting 10 weeks or longer, fees for the first 10 weeks must be paid before the beginning of the course. The remaining fees can then be paid in installments.

3. Cancellation of Enrolment

Cancellation can be made either by email, fax or mail. For a cancellation made up to four weeks before a course begins, a fee of € 50 is payable. Up to 14 days before course start € 200 and thereafter € 500 is payable. In case of non-appearance without previous cancellation, a four weeks' fee is forfeited. We recommend acquiring a trip cancellation insurance, so that you will not lose your tuition fees in case of illness.

4. Curtailment of Course

A student must give at least four weeks notice of intention to curtail the course. However, a long-term course, (i.e., a course to which reduced course fees are applicable) cannot be curtailed before the end of the first 10 weeks.

5. Complaints

Complaints must be filed immediately and in written form by contacting info@humboldt-institut.org or by sending a letter to the address listed under item 1.

6. Absence at the Beginning of or during a Course

In case of late entry or absence during a course, no refund of fees will be granted. The obligation to pay is not revoked by a delay in payment. Absence may not be compensated by free extension of the course.

7. School Regulations

We request all students to abide by our house rules. In case of a severe offence, the school authorities reserve the right to exclude a student from a course.

8. Responsibility for Minors

The director of the Humboldt-Institut and/or an employee authorized by the director will assume responsibility for minors throughout the duration of the language course, i.e., this individual will assume the rights and responsibilities associated with the rights of parental custody.

9. Liability

The Humboldt-Institut will make every effort to duly fulfill the contract. In case of a claim for a refund the amount repayable shall be proportional to the amount paid, but in no case greater than the total amount paid. The Humboldt-Institut does not hold liability in case of non-fulfillment of obligations under contract resulting from force majeure.

10. Data Privacy

Electronic data processing systems are used for course administration. By indicating your postal and/or e-mail address, you, as the adult course participant and/ or participant's legal guardian, hereby declare your willingness to receive additional information via mail and/or e-mail. Regarding the internal use of your postal or email address for marketing purposes (newsletters,

brochures, etc.): you may unsubscribe from these mailings at any time by sending an email to info@humboldt-institut.org or by writing to the address indicated under item 1. As the adult course participant and/or the participant's legal guardian, you hereby provide your irrevocable consent authorizing the Humboldt-Institut and any partners contractually bound to the Humboldt-Institut to create, duplicate, transmit or have third parties transmit videos, images and audio recordings of the participant, or to use these materials in audiovisual media for the advertising purposes of the Humboldt-Institut. Such usage shall be royalty-free and applies to all current and future media.

11. Place of jurisdiction

German law shall apply in the event of any disputes. Wangen im Allgäu is agreed upon as the place of jurisdiction.