

## **UE Summer School 2018 Terms and Conditions**

### **SUMMER SCHOOL**

#### **COURSE DATES**

Arrival: 15. Juli 2017

Classes: 16. - 27. Juli 2017

Departure: 28. Juli 2017

#### **1. APPLICATION DEADLINES**

Applications to UE Summer School 2018 can be sent via email to the International Office at [summerschool.berlin@laureate-germany.de](mailto:summerschool.berlin@laureate-germany.de) by 15. June 2018.

Please note that each Summer Courses has a limited number of places that will be therefore assigned on a first come – first enrolled basis.

#### **2. PAYMENT TERMS AND CONDITIONS**

##### **Tuition fees**

Course fees: 1400 Euro

Early bird (until 01.03.17): 1250 Euro

The course fee includes tuition, all excursions and entrances, free public transportation, and lunch for the course days at UE. The fees do not include travel expenses or accommodation, which can be booked apart.

### 3. METHODS OF PAYMENT

After the application students will receive an invoice and the entire amount has to be paid within two weeks of receiving the invoice. The exact deadline will be given on the invoice.

Please note that all bank charges are your responsibility along with any charges related to the transfer of these funds.

In case any bank expenses are charged to University of Applied Sciences Europe GmbH., you will be asked to pay the missing amount in cash upon arrival directly to the International Office. Payment settlement is a condition to admission into class and booking cannot be confirmed until full payment has been received.

Please specify the cause of the payment by writing:

- Invoice number
- the participant's name
- Summer School 2018
- course title

on the bank transfer statement (i.e. "1234567 J John Smith – Summer School 2018 – Street Photography).

A copy of the bank transfer receipt needs to be sent to the International Office at [summerschool.berlin@laureate-germany.de](mailto:summerschool.berlin@laureate-germany.de) as a scanned document. If you pay by bank transfer, you will only be registered once your application form and a receipt from your bank confirming the transfer has been received. Before making your travel arrangements please make sure that your booking has been processed and the course is running.

### 4. ADMISSION REQUIREMENTS

- All classes are held in English, so you will be required to have a fluent understanding of the English language.
- Applications of participants, who are under 18 years old will be taken into account, on condition that a written declaration of responsibility is sent by their parents or legal guardians. Participants' minimum age has to be 16 years.
- Please read the admission requirements in the course descriptions carefully before applying to a course. Although UE Summer School does not require background knowledge or a professional education, BTK will not take any responsibility for the attendants' choice of a course level that is not suitable to their background and skills.

Mandatory Regulations for students under 18 years old:

- Mandatory form in which parents will have to indicate the following information:

- Their consent to send the student to Berlin for the chosen summer course. By their consent parents confirm that they allow their child to spend the evenings and weekend without supervision.
- Any allergies or particular health problems their children might suffer and UE Staff should be aware of.
- Contact person details available 24/7 that UE Staff can reach in case of emergencies.

## 5. CANCELLATIONS AND REFUNDS

Cancellations by the students:

All cancellations must be made in writing according to the following deadlines. In case of withdrawal from the course, an official withdrawal notice written by the enrolled student shall be sent to the International Office at [summerschool.berlin@laureate-germany.de](mailto:summerschool.berlin@laureate-germany.de).

- Before April 15th: refund of 70% of the tuition fee minus 350 € administrative fee
- Before June 15th: refund of 50 % of the tuition fee minus 350 € administrative fee. Accommodation will be refunded in full before June 15th

In case a student is denied his/her visa, a reimbursement of the full tuition fee (minus 350 € administrative fee) will only be possible if the student sends a proof of the visa rejection. Proof of visa rejection shall be sent to [summerschool.berlin@laureate-germany.de](mailto:summerschool.berlin@laureate-germany.de).

### Cancellations by UE

UE reserves the right to amend or cancel a course or change course location and dates. UE Summer School will only take place if a minimum of 10 students per course enrol. If UE cancels a course, it shall attempt to give students due weeks' notice and students will have the option of transferring to another course, if available, or of having a full refund of the tuition fee. UE will not be liable for any losses (included, but not limited to travel and accommodation costs) arising as a consequence of any modifications or cancellation of courses, time tabling constraints as set out above beyond the cost of the course.

## 6. VISA

Please check with the closest German Embassy/Consulate in your country of origin if you need to request a visa to enter Germany. If you need one, UE will provide an admission certificate (upon complete payment of tuition fee) in order for you to obtain a visa from your local German Consulate/Embassy. Please note that the visa application and issuing process may take over a month, so consider applying for visa well in advance. Please note that applying for a visa in time is the participant's responsibility.

## 7. INSURANCE AND RESPONSIBILITIES

Every participant is required to organise private insurance coverage for the attendance of UE Summer School. It is a requirement for every student to be health insured for the

duration of the workshop and to make sure that insurance will be valid for a stay in Germany. UE will not insure participants. UE strongly recommends an accident and liability insurance.

Participants will spend the evenings and weekend without supervision. UE will not be in a supervisory role for participants and will not assume responsibility for the security of the participants throughout the entire workshop time. UE will not assume liability for possible participants' loss of money or valuables.

All students will need to adhere to the house rules of UE and follow the teacher's and staff's instructions. In case of disorderly behaviour, UE reserves the right to give a warning notice and, if the misbehaviour continues, exclude the participant from the summer school without refunding the tuition fee.

## **8. ACCOMMODATION**

UE will recommend a hostel close to the university. Bookings can be made through UE.

## **9. PHOTOGRAPHS AND RECORDING**

Each programme will be visited by a UE photographer once in a while so that the on-goings, excursions and developments can be documented. Some of these pictures will be used on the UE website or promotion material.

The photographs will be used solely by UE for appropriate purposes. The photographs will never be used in a deforming or offending way. The summer school student will give up all claim of ownership of the photographs and assign copyright to the photographer (UE). No payment will be due.

## **10. FORCE MAJEURE**

UE shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control including, but not limited to strikes, lockouts or other industrial disputes compliant with any law or governmental order, rule, regulations or direction, accident, breakdown of plant or machinery, fire, flood, (involving our workforce or the workforce of any other party), act of god, war, riot, civil commotion, malicious damage, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

## **11. INFORMATION MATERIAL**

UE website and communication materials describe the summer courses run by UE. Every care has been taken to ensure accuracy, however changes might have been introduced after publication, as it is the policy of UE to constantly monitor its course

offerings as well as the performance and content of individual courses. Whilst every attempt will be made to provide the courses and the service described, UE reserves the right to make changes as appropriate for reasons of operational efficiency or due to unforeseen circumstances.

## **12. APPLICABLE LAW**

The law applicable for any dispute regarding UE Summer School 2018 is the German Law and the place of jurisdiction is Berlin.