

GENERAL TERMS & CONDITIONS

§1 Registration

Registration is required for all courses and events before the first course date. The participants can either make the registration personally, in writing, by fax, via the Internet or by telephone. By registering, the participants recognize the terms and conditions of the Volkshochschule Leipzig. The application is binding and obligated to pay the course fee. For participants under the age of 18 years, the consent of the custodian (legal representative) is required upon registration.

Registrations will be considered in the order of their receipt. Registrations will only be processed by giving your own address.

Personal registrations are not confirmed before the start of the course. The participants enter the first event date without further notice. A notification will only be issued if the course should fail, is already full, or if changes for the location are necessary.

Company registration is only possible on the legally binding business letter and with a written declaration of the cost transfer.

§2 General principles of payment

For the participation in further education events of the Volkshochschule, charges are levied according to the payment system for the participants' fees of the Volkshochschule Leipzig. The fees are based on a teaching unit of 45 minutes. For increased expenses or individual costs such as rent, room equipment, technology, teaching and learning materials, fees, travel expenses, refreshment etc. and depending on the number of participants, the payment can be determined cost-effectively. Material costs can also be charged separately.

§3 Due date and payment of the charges

The fees are due at the beginning of the course. Accepted Payment methods are invoice / credit transfer and direct debit after prior distribution of the mandate. Cash, EC card and Credit card payment is only available at the cash desk of the main office in Löhrrstr. 3-7 or at the local cash machine and possible until the start of the course. Accounts and debits are made after the beginning of the course.

For the direct debit procedure, the timely distribution of the mandate to the Volkshochschule Leipzig is required; otherwise the Volkshochschule Leipzig will carry out an accounting.

Companies and institutions receive an invoice with a payment of 14 days from the date of the invoice.

§4 Reduction

For Leipzig-Pass holders the Volkshochschule also offers a 50% reduction for "Young VHS" courses. This is calculated in relation to the full fee. Preschool children, pupils, apprentices, au pairs, volunteer of social, ecological or European year, direct students (upon submission of the study certificate) and severely handicapped persons (ID according to §4 (5) of the Severely Disabled Persons' Act with a degree of Disability from 50%) receive a 30% discount. Only one type of reduction is applied.

No discounts are granted for study trips, excursions, examinations and courses with co-operation partners. Furthermore, additional costs for teaching materials, material costs and refreshment are excluded from any discounts.

The right of reduction must be claimed on the first course day at the latest. At the same time, the proof of entitlement must be valid for the whole time of the course or event. Relevant proof of entitlement must be shown in the Volkshochschule's registration offices or can be sent via post or email as a photocopy (no originals) together with the associated course registration document. Without proof of entitlement to a reduction, the course's full fee will be charged. For claims for reimbursement which are claimed after the start of a course, a processing fee of EUR 5.00 will be charged.

§5 Withdrawal, reimbursement, other costs, deadlines

1. The payment already paid shall be reimbursed if an event does not take place (e.g. due to insufficient participation). Subsequent claims to the Volkshochschule are excluded.
2. Up to 8 days before the start of the event, cancellation is possible without costs. Within 7 days before the start of the event, 50% of the course fees are to be paid as cancellation fees. In case of withdrawal from the day of commencement of the course, the full fee shall be paid. Rescripts under the above conditions are to be declared in writing in each case to the main office of the Volkshochschule. Remaining from the event or an oral notification shall not be deemed a rescission. The date of receipt at the Volkshochschule is decisive for determining the deadlines.
3. For multi-seminar courses: Cancellation fees are charged if the course is cancelled within one month before the course. The cancellation fees are in the amount of 50% of the course fee. The resignation from an ongoing semester course is effective at the end of the semester.
4. In the case of other events (travel, weekend seminars with overnight stays, day trips, examinations and offers in cooperation with partners), different deadlines and cancellation fees apply, which will be communicated separately in the information text of the

course. In the case of day trips, a regular withdrawal is only possible up to the date of the declaration, which is indicated in the course announcement. In the case of delayed cancellation or non-participation, the travel expenses as well as other costs agreed in individual cases are still to be paid in full. The course fee will not be charged in justified cases if the participant declares his resignation in writing to 14 days before the beginning of the course (entry at the Volkshochschule), explaining the reasons to the Volkshochschule. In the case of withdrawal in justified cases within the 14 days before the beginning of the course, 50% of the course fee will be charged as a cancellation fee.

5. For §5 (2) and (4): It is possible to make a substitute person recruited by the participant, which wants to cancel the course. With their binding registration in the Volkshochschule, the cancellation costs for the returning person are omitted.

§6 Certificates

Certificates of attendance and certificates for courses which do not form part of the course fees may be issued upon request. The administrative fees that must be paid are calculated in accordance with §6 of the Administrative Costs Act for the Free State of Saxony. This also applies to special services such as examinations, grading tests and archiving.

§7 General regulations

The provisions of §4 (5) and (6) do not apply to further education/training events, the individual costs of which are accounted for on a causal basis, such as company courses, projects and measures funded by public funds.

§8 Participation after the course start

By arrangement, a late entry into an event is possible. If half of the envisaged lessons are already given, the attendance fee is reduced by 50%.

§9 Attendance and requirements

Prerequisite for the realisation of a course or an event is a fixed number of participants. This can be undercut, considering content and organizational aspects. In this case the Volkshochschule offers the registered participants the course on changed conditions. There is no legal obligation to do so. The Volkshochschule reserves the right to set the largest number of participants in events in the interest of the student's success. Participation in events may be subject to certain prior knowledge or requirements.

§10 Deviations from published course data

Unusual teaching hours are arranged in consultation with the participants. For organizational reasons, changes in dates and locations are possible. Participants will be informed about this. The Volkshochschule reserves the right to use other equally qualified instructors instead of the announced course instructors.

§11 Liability in case of damage

Volkshochschule Leipzig is not responsible for damages, accidents, loss, delays or other irregularities. It also assumes no liability for damage, loss or theft of personal belongings, clothing and teaching materials of the participants.

The participants are liable for damages caused by their behaviour at the Volkshochschule Leipzig.

§12 House rules

The Leipzig Volkshochschule is a guest in most buildings used by it. The house rules as well as those of the main office, Löhrrstraße 3 - 7, must be observed. It will be announced at the beginning of the event. Economic advertising in the events of the Volkshochschule is not permitted.

§13 Privacy

The data collected during the registration are electronically stored and further processed by the student. The processing is exclusively for administration and billing purposes of the Volkshochschule Leipzig according to the regulations of the Saxon Data Protection Act. Data will not be communicated to third parties. By registering, the students agree to their processing of their personal data. The use of data of the students for advertising measures of the Volkshochschule Leipzig requires a separate declaration of consent. This declaration can be revoked at any time.

§14 Place of jurisdiction

Place of jurisdiction is Leipzig