



# TERMS AND CONDITIONS

## **Cancellation conditions**

Once you have confirmed registration for a VSCR course, please inform us if for any reason you have to cancel your participation. Notification of cancellation must be made in writing.

To cover organizational costs, the VSCR has to apply following conditions:

- Cancellations made 1 month or more prior the course start date are free of charge.
- 25% of the course fee is charged for cancellations made between 1 month and 2 weeks prior course start date.
- 50% of the course fee is charged for cancellations made between 2 and 1 week prior to course start date.
- 85% of the course fee is charged for cancellations made between 1 week and 2 days prior to course start.
- No refunds of fees can be expected for cancellations made less than 2 days prior to course start.

Please note that the nomination of an alternative candidate at least 1 week prior to the course start will be accepted without you incurring any penalty.

For scholarship candidates, in case where cancellations are made less than 2 weeks prior to the course start date the scholarship will be considered as used.

## **Registration and Fee**

Your registration to a course becomes binding upon confirmation by both parties. A few days after online-registration, the invoice for the course fee will be sent out. Our payment conditions are ten business days. The course fee includes all course material, refreshments, snacks and lunches during the course and one group dinner.

In the event of an absence, the fee paid is non-refundable (see above).

You will receive final information about training date, training agenda and course start time one week prior to the course start.

## **Hotel**

If you register for a course, we offer our support in regard to hotel reservation at the training location. The accommodation is on your costs. The prices vary depending on the hotel from Euro 90, -- to 140, --. You will receive detailed price and payment condition information by using this support. The hotel prices are special room rates agreed by VSCR for its participants. The hotel costs include: overnight accommodation with breakfast incl. taxes.

Changes and cancellations of hotel reservations should be made directly with the organizing secretariat of VSCR, in writing.

In case you decide to change your hotel reservations before and during the workshop, the hotels reserve the right to charge all nights as indicated by you. Please note that it is your own responsibility to check out on time.

## **Changes**

The programmes as published on the homepage are correct, however due to circumstances beyond our control, trainers, speakers and/or the programme may need to be altered occasionally. The VSCR reserves the right to cancel or postpone any course that is under-subscribed but will give you 7 days notice in writing and will refund your course fees without any liability for any consequential or indirect loss.