



Terms and Conditions

1. General Information

- a) The administrative office of the German Academy for Renewable Energy and Environmental Technology (hereinafter referred to as the German Academy) is located at Kaiser- Friedrich-Str. 4 A, 10585 Berlin, Germany.
- b) The German Academy offers and organizes seminars, training courses, conferences, events, and workshops in Germany and internationally in cooperation with universities, institutes, and other partners at home and abroad.
- c) The German Academy informs and advises international participants concerning renewable energies, environmental technologies, and sustainability.
- d) The German Academy acts as an agent to cooperate with national and international partners concerning design, construction, and implementation of projects in renewable energy, agriculture, environmental protection, and environmental engineering.
- e) When registering for a program offered by the German Academy, participants accept the following terms and conditions.

2. Registration and Payment

- a) The registration form signed by applicants, becomes an enforceable contract between the German Academy and participants only after a written confirmation is sent by the German Academy. This confirmation will be issued after the successful submission of all required documents along with the payment of the course fee. This process usually is completed within 30 days.
- b) All payments must be made through an international bank transfer or via Western Union to the German Academy directly or to a specified partner association (this option must first be confirmed by the German Academy).
- c) All charges pertaining to international money transfers must be paid by participants themselves.
- d) An invitation letter/certificate for obtaining a visa for entering the Federal Republic of Germany is issued by the German Academy or by a specified partner organization, only after the payment is transferred and the course is confirmed. Participants need to plan appropriately for the waiting time associated with the entire visa procedure; this is not the responsibility of the German Academy. All costs pertaining to the visa process, including the visa fee itself must be paid by the participants themselves.
- e) All costs not explicitly mentioned in the program, in the section “Fees” such as flights and food must be paid by the participants themselves.
- f) The registration and payment of the course fee must be finalized by the deadline indicated in the program, which is at least 30 days before the beginning of each program.

3 Arrivals and Departure

- a) Participants must organize all travel related issues, including the costs pertaining to air tickets and airport transfers themselves.
- b) Participants expecting to arrive later than the first course date indicated in the program are responsible for informing the German Academy of their arrival date. If not informed, the German Academy has the right to allocate your slot to other candidates; with the course fee being non-refundable.

4 Accommodations

- a) Accommodation is included in the course fee only if explicitly written in the program description. If accommodation is included, the conditions will also be indicated in the program. If accommodation is not included, participants must organize their stay for the entire duration of the course and pay for the related costs themselves. The German Academy is available to help participants make their arrangements/reservations.

5 Absence of the Participant

- a) No leave is granted during the course period. Absence due to illness or personal reasons will not be substituted by a partial or full refund of the course fee.
- b) Time credit for absence related to illness or personal reasons will not be excluded from the final participation certificate.

6. Cancellation and Refund

- a) Participants who wish to cancel their reservation are eligible for a refund of 70% of the course fee if they cancel at least 90 days prior to the course starting date. In this case, the German Academy holds the right to keep 30% of the payment as a cancellation fee. No refunds are granted to participants who wish to cancel their reservation within the 90 days prior to the beginning of a course date.
- b) In case of a cancellation, the invitation letter/certificate issued for obtaining a visa for the Federal Republic of Germany must be returned in its original form. The German Academy reserves the right to inform the foreign office pertaining to the cancellation of the course by the participant hence making the invitation letter/certificate void thereafter.
- c) Refund of course fees is made to a guarantor only upon successful submission of both, the power of attorney and passport from the participant themselves about the guarantor.
- d) The participant holds no right to transfer the contract to any third party.
- e) Cancellation is not possible during the term of the course.
- f) No refund of fees or a completion certificate will be provided, if a participant fails to attend the course or withdraws from the course during the term of the course.

7. Cancellation, Restructuring, and Postponing the Course Date

- a) The German Academy holds the rights to cancel, restructure, or postpone the course date for justifiable causes. Reasons may include but are not limited to: an insufficient number of applicants, i.e. less than 15 applicants, or in the case of the loss of a teacher/organization for personal or health reasons.
- b) Once the course begins, the German Academy is committed to provide a substitute lecturer in the case of absence due to illness or personal reasons.
- c) The German Academy is not liable for the loss of any lesson(s), of a participant due to his/her personal reasons.

8. Liabilities

- a) The German Academy is not liable for any injuries and/or diseases a participant may acquire during the course.
- b) The German Academy may seek compensation if necessary for any damage caused by a participant during the course.
- c) The German Academy is not liable for any items brought by participants.

9. Holidays

- a) The German Academy remains closed on public holidays, Christmas Eve, and New Year.

10. Special Arrangements

- a) Special arrangements must be agreed upon in writing.
- b) All agreements concerning academic matters must be made only with the faculty chair. Each additional change must be in writing, as well as the cancellation of the written form clause.
- c) All learning materials including books, CD's, etc. purchased through the German Academy are generally non-exchangeable.

11. Obligations of Participants

- a) Participants are responsible to make their stay in Germany legal, by completing all forms necessary for their stay (i.e. visa, entry permit, insurance).
- b) Participants must obtain a required health, accident, liability, and household insurance, applicable for the duration of the course/program. The German Academy assumes no liability in this area.
- c) Participants agree to respond to all instructions provided by teachers, administrators, and supervisory staff of the German Academy.
- d) The German Academy reserves the right to make all necessary arrangements and take all necessary measures in order to have an orderly and operational course/program.

e) The German Academy reserves the right to issue a written warning to a participant who violates any of these terms and conditions. In such a case, the German Academy holds the right to prohibit the participant from participating for the remainder of the course/program with no refund of the course fee.

12. Use of Services

a) Participants agree that the use of services is at their own risk. The German Academy, lecturers, organizations, and employees do not guarantee that the services will be uninterrupted or error free.

13. Personal Data

a) The German Academy gathers, processes, and uses personal data provided by participants for the sole purpose of fulfilling the signed contract and as permitted by law, under the terms of any signed declaration of consent in compliance with privacy protection laws..

14. Governing Law and Jurisdiction

a) This contract is subject to German law. In all other respects, statutory regulations shall apply.

b) The parties hereby agree to Berlin, Germany as the venue for any and all disputes arising from this contract.