

Terms and Conditions

Registration

Registration is complete as soon as the full payment of the registration charge for the course or the exam has been paid. The registration is specific to each person. A place in a course or an exam cannot be transferred (even in part) to a third person.

Attending courses and exams is allowed only after registration has been completed.

In order for a course or an exam to take place, a minimum number of persons have to register. Should the minimum number not be reached, the Language Centre reserves the right to cancel the course on grounds of lack of interest (see conditions of cancellation).

The amount to be paid depends on the person's status at the time of registration:

- Students of the University of Innsbruck: Persons, who at the time of registration are regular students at the University of Innsbruck, or students enrolled in other Austrian universities with a right of attendance at the University of Innsbruck.
- Members of staff of the University of Innsbruck: Persons, who are employed by the University of Innsbruck and can prove so.
- Exchange (Erasmus) students: Students, who are registered at the University of Innsbruck as exchange students within the Erasmus programme.
- External participants: Persons who do not fall under points 1-3.

Belated changes of status will not be considered. Therefore, a refund of the registration charge might not be possible.

The possibility to join a course which has already started is subject to the availability of places and to the agreement of the head of the Language Centre. A reduction of the registration charge is ruled out.

Terms of Payment, Terms of Cancellation, Right of Withdrawal

The registration charge is due before the course or the exam starts. It is payable in cash or by debit card directly at the Language Centre office or via online-registration and -payment.

If a course or an exam cannot take place for organisational reasons (e.g. if the minimum required number of participants is not reached), the course charges will be refunded if the confirmation of payment is shown. If during the term classes are postponed or take place at a different hour than announced, we cannot refund any additional spending that may be caused, e.g. by transportation, parking fees. Likewise, there will be no refund if participation in a virtual course unit is not possible for reasons that are in the responsibility of the participant (problems with the Internet connection, IT problems). For any cancellation of lessons caused by the Language Centre a new date will be scheduled. Agreements made between individual course instructors and their participants without informing the Language Centre are exempt from this rule.

If participants are placed in a different level (upon the course instructor's advice etc.) from which they had originally registered, and cannot attend this one, the course charge will be fully refunded within two weeks after the start of the courses.

In the event of cancellation by participants up to one week before the start of the course or, in the case of supplementary and language proficiency exams, before the examination date, the course fee or the examination fee will be reimbursed minus a processing fee of 25 per cent.

For deregistration from a course or an exam after that date, no refund can be made. In case of a free of charge primary registration for supplementary exams: After the one-week deadline, cancellation or non-participation will not be charged. However, all further registrations will be charged.

No refund can be made if participants drop out, for whatever reason that lie within the sphere of the individual participant. The same holds true for participants who are expelled for violating the course or exam rules.

In the case of a consumer business within the meaning of the Consumer Protection Act, a right of withdrawal only exists if the course or the exam is not carried out in connection with a leisure activity and no specific time or period has been specified for the course or the exam when the contract is concluded. In this case, the period is 14 days from the conclusion of the contract. A cancellation form is attached to the registration confirmation, but it is not mandatory to use it. If the registration is made within 14 days before the start of the course or the exam date, the participants expressly consent to the course start or the exam being held before the withdrawal period has expired. If courses (e.g. blocked courses) or exams are ended before the cancellation period has expired, the participants declare that they will waive their right of cancellation.

Minimum age

The minimum age for participation is 17.

Change of service

The Language Centre reserves the right to change hours, days and rooms, as well as the courses offered, provided that these changes are minor and justified.

Certificates and Confirmation of Participation

After the course has been completed, the participants receive a certificate or a confirmation of participation, provided that minimal class attendance as established by the Language Centre reached. Conditions are:

- For a certificate: attendance of at least 80 per cent of total course time and the fulfilment of the course requirements
- For a confirmation of participation: attendance of at least 70 per cent of total course time

Lesson

Every lesson at the Language Centre lasts for 45 minutes. The course instructor is allowed to cancel breaks if agreed upon by the participants.

Course materials

Course materials are not included in the course fees.

Insurances

Every participant must see to any kind of insurance (health insurance, accident insurance and liability insurance).

Course Rules

Participants must not be accompanied by other people or pets.

Liability

The Language Centre is not liable for loss of or damage to the participants' personal belongings as well as for the materials provided, except for gross negligence.

Misprints/Mistakes

The Language Centre reserves the right to change the programme in case of misprints or mistakes. Participants' right to appeal against a change on the basis of error is not infringed by such a decision.

House Rules and Regulations

Class and exam attendance are subject to the House Rules and Regulations and the safety regulations set by the University of Innsbruck.