

**General Terms and Conditions**  
of the UdK Berlin Career College at the  
Berlin University of the Arts (Universität der Künste, UdK Berlin)  
regarding  
Berlin Summer University of the Arts (BSUA)

Effective as of January 9<sup>th</sup>, 2017

**1. Application for BSUA Summer Courses**

An application must be submitted to the UdK Berlin Career College within the stated registration deadline. The UdK Berlin Career College supplies a digital application form on the Website of BSUA. All the required data needs to be filled out by the applicant. The applicant must confirm that she/he has read and accepted the General Terms and Conditions. The application is to be sent digitally to the UdK Berlin Career College by clicking the button “submit form”. The valid date of application is the date of receipt by the UdK Berlin Career College.

Any required documents for the application must be supplied by applicant without solicitation. Admission to the course may be denied if these documents do not arrive by the application deadline.

Once a complete application has been successfully received, the applicant will receive an invoice from the UdK Berlin Career College.

**2. Validity of Registration**

An applicant’s registration for a course becomes binding when the complete online form has been successfully received, the course-specific admission requirements have been met and when the course fee has been successfully transferred into the bank account of the UdK Berlin Career College within 14 days after the invoice date. The course fee must be paid before the beginning of the course. The applicant is responsible for paying any applicable bank or transfer charges.

The timely transfer of the course fee into the bank account of the UdK Berlin Career College cannot be guaranteed in the case of registration shortly before the course in question is scheduled to begin. The applicant is therefore required to submit a confirmation of payment without solicitation in order to be able to participate in the course.

**3. Admission Requirements and Procedure**

There are admission requirements for the individual courses provided that these requirements are declared (e. g. degrees, professional experience). Admission for course participation will

be granted if the applicant meets the applicable requirements. The date of the receipt of the complete application is decisive for the selection of participants in the case that the number of applications exceeds the number of available course places. There is no legal claim to admission.

#### **4. Visa**

The German embassy or consulate in the applicant's country of origin can issue visas. Upon successful registration and full payment of the corresponding course fee(s) the applicant will receive an official invitation through mail and/or email on enquiry. The applicant in question is responsible for finding out if they must apply for a visa to enter Germany. The homepage of the German foreign office [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de) entails further information. It is strongly recommended that the applicant submits the visa application as early as possible due to long processing times in the embassies/consulates. The BSUA is in no way responsible for the issuance/acquisition or approval of visas.

#### **5. Rescission of admission**

The UdK Berlin Career College can rescind admission if it is established subsequently that the requirements for admission were not fulfilled or were induced by fraudulent misrepresentation, compulsion or bribery. In case of a rescission of admission there is no reimbursement possible for fees already paid. Expenses incurred by the rescission must be paid by the participant.

#### **6. Withdrawal by Applicant**

The participant can declare withdrawal from the binding registration. In case of withdrawal from a course before the registration deadline, a charge of 25% of the course fee will be imposed. After this deadline no reimbursement is possible. Any cancellation must be executed in writing either by mail or by fax no later than the deadline. The applicant will not receive any course documents in the case of course withdrawal or failure to appear to a course. Special registration fees, mentioned in specific course descriptions, are excluded from reimbursement.

#### **7. Cancellation of Courses**

A course may be cancelled if the minimum number of participants is not reached by the registration deadline. The applicants will be notified at the latest 14 days before the course is scheduled to begin. Fees that have already been paid will be refunded. Any further claims are excluded.

#### **8. Changes of Instructor(s), Date(s) and/or Course Venue(s)**

The UdK Berlin Career College reserves the right to change instructors, course dates and

places if necessary (e. g. illness of an instructor). The participant will be notified as soon as possible. In the event of a change the participant is not authorized to reduce, withhold or reclaim the course fee. In cases of said course changes, the UdK Berlin Career College reserves the right to cancel the course if necessary. In this case, any fees already paid will be refunded. Any further claims are excluded.

## **9. Disclaimer**

The participant is responsible for any loss of or damage to his personal property for the full duration of the course. Upon entering a course venue, the participant agrees to adhere to the specific house rules. Any further liability on the part of the UdK Berlin Career College is excluded as far as legally permissible.

## **10. Data Protection**

For administrative purposes, the UdK Berlin Career College stores required personal data in accordance with German legal provisions. Data will be kept confidential and not shared with third parties.

## **11. Communication**

E-mail is the preferred method of communication. We assume that you will regularly check your e-mail inbox.

## **12. Supplementary Agreements**

Any supplementary agreements require written confirmation before becoming effective.

## **13. Sundries**

The execution of the services is governed by the laws of the Federal Republic of Germany. The Courts of Berlin shall have exclusive jurisdiction.