1. Scope
These general terms and conditions apply to the structured executive education programmes (CAS/DAS/MAS/MBA/EMBA) in accordance with the FHNW School of Business’s Executive Education Regulation of October 1, 2018, provided that there are no restrictive conditions defined in the relevant programme regulations and programme descriptions. The content of the structured executive education offering is described in the sales material (e.g., information brochures, programme regulations and programme descriptions). The FHNW School of Business reserves the right to make changes in the programmes and with regard to the faculty of these programmes.

2. Registration
Registration in these programmes is done in writing (either electronically or by post) to the FHNW School of Business. They are generally considered in the order in which they are received and are subsequently confirmed in writing (either electronically or by post). Once a formal confirmation of registration is sent by the FHNW School of Business to the applicant, their admission to the executive education programme is considered as legally binding.

3. Fees/Charges
The fees charged for the structured executive education programmes as well as possible additional costs (e.g., lodging, food, transportation, copies) and the terms of payment are those stated in the sales material, programme regulations and programme descriptions valid at the time of registration. The programme fees and other additional charges should generally be paid before the beginning of each programme, and they do not change during the duration of the programme. For modular programmes, each module will be billed separately. The repetition of a failed module (e.g., due to the failure to observe the minimum presence obligation or achieve a performance record) is subject to fees. If individual elements of a programme are not attended by a participant or they prematurely end their participation in a programme, all fees and possible additional charges must nonetheless be paid. If the termination is due to a serious illness, as evidenced by a medical certificate, the executive education programme manager can, upon written request, waive all or part of the fees and charges. Following an interruption and the later resumption of a programme, any possible differences between the programme fees/costs already paid and those that are currently applicable must be paid. The request for modified rules in the case of foreseeable absences from lessons (e.g., exemptions) must be submitted to the executive education programme manager before the beginning of the programme.

4. Cancellation/Postponement of Structured Executive Education Programmes by the FHNW School of Business
The FHNW School of Business reserves the right to either cancel or postpone a structured executive education programme if there are an insufficient number of participant registrations. Participants who have already registered will be informed of the cancellation or postponement of a programme no later than 30 days before the start of that programme. In the case of a cancellation, the FHNW School of Business will reimburse any fees or additional charges that have already been paid. In the case of a significant postponement of the start of a structured executive education programme by the FHNW School of Business, the registered person can withdraw their registration in writing (either electronically or by post) within 14 days after receiving a written notification. The FHNW School of Business will likewise reimburse any fees or charges in this instance. More extensive compensation claims are explicitly excluded. If individual elements of a programme are cancelled (e.g., due to the illness of a lecturer), the FHNW School of Business will offer alternative dates for a similar offering as quickly as possible. In doing so, no further claims can be made of the FHNW School of Business.

5. Executive Education Regulation of the FHNW School of Business
Participation is subject to the Executive Education Regulation of the FHNW School of Business and the binding programme regulations and programme description.

6. Insurances
The participant is responsible for securing his/her own accident insurance and liability insurance. The FHNW School of Business assumes no liability. It is recommended that individuals who participate in longer programmes purchase cancellation insurance.

7. Data Management and Copyright Law
The participant is responsible for securing his/her own accident insurance and liability insurance. The FHNW School of Business assumes no liability. It is recommended that individuals who participate in longer programmes purchase cancellation insurance.

8. Executive Education Regulation of the FHNW School of Business
Participation in the executive education programmes is subject to the Executive Education Regulation of the FHNW School of Business.

Prof. Dr. Regula Altmann-Jöhl, Director of the FHNW School of Business
May 1, 2022