

Conditions of participation in Continuing Education courses

FHNW School of Life Sciences

1. Scope of application

These participation conditions apply to seminars and conferences of the FHNW School of Life Sciences (hereafter 'HLS') for which a fee is charged. For structured continuing education programmes (CAS, MAS), the participation conditions for HLS structured programmes apply. The contents of the continuing education programmes are described in the relevant publications. The HLS reserves the right to make changes to the programme and to the lecturers.

2. Registration

As a rule, registrations are considered in the order in which they are received and are confirmed by e-mail. Formal confirmation of admission by the HLS constitutes legally binding admission to the continuing education programme, both for the participants and for the HLS.

3. Fees

The fees for the continuing education courses are set out in the relevant publications.

As a rule, participation fees and any additional costs must be paid before the start of a continuing education course and remain unchanged during the course. If a participant misses part of the course or leaves the course before the end, she/he is nevertheless liable for the full fees. If the absence is due to serious illness documented by a medical certificate, the course management may, at their discretion, waive the fees or part of the fees on application.

4. Cancellation by the participant

Cancellation by participants after confirmation of registration by the HLS or the cooperating partner(s) must always be in writing. The date of the postmark applies. For cancellations postmarked up to 30 calendar days before the start of the event, the HLS will charge a processing fee of CHF 250. In the case of cancellations postmarked less than 30 calendar days before the start of the course, the HLS or the cooperating partner(s) will charge the full costs.

5. Cancellation/postponement of continuing education courses by the HLS FHNW

The HLS reserves the right to cancel or postpone continuing education courses if not enough participants have registered or if other circumstances make it unreasonable to hold the course.

Registered participants must be informed of the cancellation or postponement of a course no later than 25 calendar days before the originally planned start of the course.

In the event of cancellation, the HLS will automatically refund any fees already paid. In the event of postponement, registered participants may withdraw in writing within 14 calendar days of being informed. In this case, the HLS will automatically refund any fees paid.

6. Exclusion of participants

In the event of violation of regulations and/or directives of the HLS or FHNW, participants may be excluded from the continuing education course with no refund of participation fees.

7. Insurance

The participant is responsible for taking out accident and liability insurance. The HLS accepts no liability.

8. Handling of data and copyright

The participant expressly acknowledges that his/her name and address may be stored for internal purposes and used for marketing purposes, among other things.

The regulations on data protection at the FHNW apply to the further handling of personal data.

Teaching materials are protected by copyright. Copying and distribution outside the HLS are prohibited without written permission of HLS Continuing Education management.

These Conditions of Participation are valid from 21.1.2021.

This is a translation. Only the original document in German is legally binding.