

## **General Terms and Conditions of the Film University Babelsberg *KONRAD WOLF* regarding Filmuni Summer School (FSS)**

Effective as of June 1<sup>st</sup>, 2018

### **1. Application for FSS Courses**

An application must be submitted to the Film University Babelsberg *KONRAD WOLF* within the stated registration deadline. The Film University Babelsberg *KONRAD WOLF* supplies a digital application form on the Website of FSS. All the required data needs to be filled in 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 Film University Babelsberg *KONRAD WOLF* by clicking the button “submit”. The valid date of application is the date of receipt by the Film University Babelsberg *KONRAD WOLF*.

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 a confirmation letter from the Film University Babelsberg *KONRAD WOLF* stating the payment details for the course fee.

### **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 Film University Babelsberg *KONRAD WOLF* within 14 days after the confirmation letter 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 Film University Babelsberg *KONRAD WOLF* 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 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 FSS is in no way responsible for the issuance/acquisition or approval of visas.

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

The Film University Babelsberg *KONRAD WOLF* 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 Film University Babelsberg *KONRAD WOLF* 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 Film University Babelsberg *KONRAD WOLF* 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. Teaching Materials, Copyright**

The teaching materials which are handed out or made available to the course participants (analogue or digital) are authorised for their personal use. Duplication, passing on or any other use beyond the participation in the course is not permitted.

## **10. 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. In the event of damage/loss to the facility, the equipment etc. of the Film University caused by the participant, he/she is generally liable. Any further liability on the part of the Film University Babelsberg *KONRAD WOLF* is excluded as far as legally permissible.

## **11. Data Protection**

For administrative purposes, the Film University Babelsberg *KONRAD WOLF* stores required personal data in accordance with German legal provisions. Data will be kept confidential and not shared with third parties. To avoid fraud and manipulation you will be asked to confirm your registration by a simple email reply.

## **12. Communication**

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

## **13. Supplementary Agreements**

Any supplementary agreements require written confirmation before becoming effective.

## **14. Sundries**

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