

Bezeichn.	Geschäftsbedingungen	erstellt:	Lischka	freigeg.:	Schiessl	ausgeschieden am:
gültig ab/seit:	01.01.2012	geprüft:	Schlattau	(zuletzt) am:	17.10.2016	



## Terms and conditions in the business segment postgraduate courses

### SCOPE

These terms and conditions apply to all postgraduate training courses in accordance with § 9 FHSTG of the University of Applied Sciences BFI Vienna.

### REGISTRATION

Any written application is binding. For organizational reasons, registration is necessary up to the agreed deadline, otherwise participation cannot be guaranteed. Adherence to the application process is required.

### PARTICIPATION FEES

The entry fee can be found in the current study guide or other documents issued for the measure in question or on the homepage ([www.fh-vie.ac.at](http://www.fh-vie.ac.at)).

Payment of the participation fee after invoicing is to be made no later than two weeks before the start of the course. As the University of Applied Sciences BFI Vienna GmbH pursues exclusively and directly non-profit purposes according to its memorandum of association, it is not a company as defined within the turnover tax law.

Fees for examinations or other fees are charged, where appropriate and if listed, in addition to the participation fee. Interest-free instalments are possible upon agreement; monthly mortgage payments may be approved upon presentation of a SEPA Direct debit mandate. In case of payment default the total amount will be due immediately.

### ATTENDANCE CERTIFICATES

After a mandatory 80 percent attendance of set course hours and after payment of the participation fee - including any other fees - has been made an attendance certificate can be claimed.

### WITHDRAWAL AND CANCELLATION FEES

In the event of cancellation between the 14<sup>th</sup> to including the 1<sup>st</sup> day before the course start date, the cancellation fee is 50% of the agreed course fee. Cancellation on the day of the beginning of the course or after incurs payment of 100% of the agreed course fee. No cancellation fees are payable in the event of cancellation until 15 days before start of the course. The resignation becomes only effective as soon as the University of Applied Sciences BFI Vienna has received the written declaration of withdrawal. The cancellation fee will be due as soon as the written declaration of withdrawal is effective. It is to be paid regardless of the reasons for resignation and a potential default. On withdrawal of measures spanning more than one semester, the cancellation fee is to be paid at any rate on the basis of the amount that would be due for the entire duration of the training measure.

Bezeichn.	Geschäftsbedingungen	erstellt:	Lischka	freigeg.:	Schiessl	ausgeschieden am:
gültig ab/seit:	01.01.2012	geprüft:	Schlattau	(zuletzt) am:	17.10.2016	

### **CANCELLATION by the University of Applied Sciences BFI Vienna**

The University of Applied Sciences BFI Vienna is entitled to withdraw from the training course for good cause without prejudice to the legal provisions. Particularly the following circumstances would constitute an important reason for withdrawal: if the minimum number of participants provided for the relevant course is not obtained, if the scientific director proposed for the course is not available, or if the course cannot or no longer be performed for other reasons. In this case, the registration fee will be refunded. There are no further claims for the participants.

### **CHANGES by the FH of BFI Vienna**

The University of Applied Sciences BFI Vienna reserves the right to change the content of the training programme, the number of teaching units, the participation fee, the place of training, individual lecturers, course dates and times, if the legal basis on which these guidelines are based has changed or changes as a result of de facto conditions are required.

### **COURT OF JURISDICTION**

It is hereby agreed that the competent court in Vienna shall have jurisdiction over all disputes.

### **CREDITOR PROTECTION**

In case of a transfer for collecting, we will submit the relevant data and the outstanding balance to a law firm commissioned for this purpose.

### **PRINTING ERRORS**

We reserve the right to make subsequent changes due to printing errors.

Vienna, 14<sup>th</sup> October 2016