



## **General terms and conditions**

For all events organized by v.f.h., the following registration and participation conditions apply, unless otherwise specified in the individual seminar descriptions.

### **Registration Procedure**

Registrations can be made online or by writing by post or fax. Minors under the age of 18 may only submit registrations by post, fax, or as a scanned, signed PDF, as the additional signature of a parent or legal guardian is required. Registration forms are available from the v.f.h./JumP office as well as on this website for printing. Participation in the entire program, including accommodation at the conference venue, is binding.

### **Registration Confirmation**

Registrations are usually confirmed by email immediately. For online registrations, an initial automatic confirmation of receipt is sent by email after submission. Online registration only becomes valid once a second email with the official registration confirmation has been sent. Preliminary information is sent either together with the confirmation or no later than one week before the seminar begins. The minimum number of participants for all seminars is ten people. Up to 20 people may participate in each seminar. If a seminar is fully booked, a waiting list will be created.

### **No Right of Withdrawal**

All events, seminars, and educational trips organized by v.f.h. are services within the meaning of Section 312b (3) No. 6 of the German Civil Code (BGB). Therefore, the provisions on distance selling contracts and the 14-day right of withdrawal do not apply. For cancellation options and conditions, see below under "Cancellation."

### **Minimum Age / Minors**

For the study trip to Berlin for students, the minimum age is 16 years. Minors under the age of 18 require the additional signature of a parent or legal guardian for binding registration. Therefore, minors may only submit registrations by post, fax, or as a scanned, signed PDF. For seminars of the Weekend Academy Politics, the general minimum age is 18 years. Individual seminar announcements may specify different regulations.

### **Participation Fee**

The participation fee is generally collected by direct debit. For some events, the fee is paid in cash on site. The fee covers participation in the program, accommodation, full or half board at the conference venue, and seminar materials. Travel costs, beverages, and other expenses must be covered by the participants themselves. The amount of the participation fee can be found in the announcement on the website. Two-thirds of the fee is used for project-related purposes, while one-third is used as an institutional contribution. Services not used will not be refunded.

### **Liability**



v.f.h. assumes no liability for personal injury or property damage, including for minor participants. Legal guardians acknowledge this with their signature on the registration.

### **Cancellation of Events with Accommodation**

In the case of cancellations made less than four weeks before the start of the seminar, we reserve the right to charge compensation for the corresponding costs, which are generally €17.50 per seminar day. This compensation does not apply if a suitable replacement participant is provided in time. For events in Brussels or Strasbourg, providing a replacement is not possible. In the case of cancellations made less than 8 days before the seminar begins, or in case of non-attendance without prior cancellation, the full participation fee will be charged or collected.

### **Cancellation of Webinars**

For webinars with a participation fee, cancellations made less than two weeks before the seminar begins, or non-attendance without prior cancellation, will result in the full fee being charged. If a suitable replacement participant is provided in time before the webinar begins, the payment is waived.

### **Cancellation by the Organizer**

If the number of participants is too low, we reserve the right to cancel the event up to one week before the seminar begins. We cannot assume or reimburse the costs for cancelling already purchased travel tickets. We therefore recommend purchasing tickets only shortly before the seminar.

### **Data Processing for Seminar Registrations**

When registering for seminars, we collect personal data required for preparation, implementation, and billing. This data is stored and processed electronically or in paper form. Only where necessary and/or legally required or permitted, we share this data with our permanent or freelance staff involved in conducting the seminar, with cooperation partners, conference venues, or funding bodies (for example, public institutions such as the Federal Agency for Civic Education or foundations). Electronic data transmission is encrypted where technically possible. Participant lists are generally sent by post for billing purposes. Where we are required to retain participant data for verification purposes after the seminar has ended, we delete or destroy the data after the statutory retention periods have expired.

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