



Jutta Weimar & Partner
Wilhelmshavener Str. 18
10551 Berlin

M: +49 163 390 30 15
info@facilitation-academy.de
www.facilitation-academy.de

General Terms and Conditions of the Facilitation Academy for Training and further Education Programs

§ 1 General

1.1 **Facilitation-Academy** is an institute for the development of process facilitation and leadership know-how. (facilitation) and leadership. Contractual partners within the framework of the training and training programs are hereinafter referred to as participants.

1.2 The following contractual conditions apply to all training and further education events offered by Facilitation Academy training and further education events offered by Facilitation Academy.

§ 2 Registration and Contract

2.1 Prior registration is required for participation in **Facilitation Academy** events. is required. Binding registration can be made by letter, fax, booking system (e.g. eventbrite) or by e-mail. The **Facilitation Academy** team decides on participation. team. The contract between the **Facilitation Academy** and the participant is concluded when the Facilitation Academy sends the participant a written or electronic confirmation of receipt. The sending of the confirmation of receipt will be sent promptly.

2.2 **Training courses that are designed for a longer period of time** are regulated by specific contracts. The contract shall be deemed to have been concluded when **the Facilitation Academy** registration form has been signed by the participant and submitted to both contracting parties.

§ 3 Fees

3.1 Unless otherwise contractually agreed, the fees resulting from the invitation to tender are due for payment two weeks before the event and must be transferred to the specified account after invoicing.

§ 4 Cancellation Conditions

4.1 Unless otherwise contractually agreed, the following conditions apply:

- Cancellations up to 4 weeks before the event will be charged 30% of the fees. Thereafter 100% are due.

- Withdrawal must be made in writing. Decisive for the timeliness of the withdrawal is the date of receipt by the **Facilitation Academy**

- If the participant provides the Facilitation Academy with an appropriate substitute person or if there is a waiting list for the event in question from which participants can move up, only a processing fee of € 50.00 will be charged.

4.2 Seminar series and training courses:

Here, event-specific deadlines and fees may apply, which may be included in the announcements.

4.3 The **Facilitation Academy** may cancel an event due to lack of participation, cancellation of a speaker or other reasons for which the Facilitation Academy is not responsible. speaker or other reasons for which the Facilitation Academy is not responsible, the **Facilitation Academy** may withdraw from the contract. In such cases, any fees already paid will be refunded. Further claims against the Facilitation Academy are excluded.

4.4 Events that are not attended by the Participant will be forfeited without replacement. The **Facilitation Academy** will endeavor to find a replacement in the event of cancellation - e.g. by repetition of the training. However, the participant has no legal claim to this.

§ 5 Program Changes

5.1 The **Facilitation Academy** reserves the right to make necessary changes to individual events to the information in the announcements. Changes to the program and dates of events will be announced on the Internet and by e-mail. Should a participant is prevented from attending the event due to a change of date by the **Facilitation Academy** from attending the event, he/she may withdraw from the contract free of charge. In seminar series and training courses, changes to dates will be agreed with the participants.

§ 6 Place of Performance and Scope of Services

6.1 Unless otherwise stated, the events shall take place at the premises of the **Facilitation Academy** at Wilhelmshavener Str. 18 in 10551 Berlin.

6.2 Participation requires normal physical and mental resilience. The scope of services does not include psychotherapeutic services; the events cannot replace such services. Customers who are undergoing therapeutic treatment should discuss their participation with their therapist.

6.3 If events (or parts of seminars) take place outside Berlin, the scope of services includes the respective seminar. The scope of services does not include the transfer to the

to the seminar venue and the costs incurred for accommodation and meals. These are to be by the participant separately.

6.4 If, due to external circumstances (e.g. pandemics), a face-to-face event does not appear appropriate, the Facilitation Academy is permitted to hold seminars online. Participants will be informed promptly. The Facilitation Academy provides a platform for the implementation.

7 Liability

7.1 The **Facilitation Academy** shall not be liable for accidents and other damage during the training and further education training courses and on the way to and from the event venue. The **Facilitation Academy** also accepts no liability for theft of any kind.

§ 8 Copyright

8.1 Photography, filming and recording on tape is only permitted in events with the consent of the **Facilitation Academy** and the participants.

Material made available to the participant on the occasion of the event may only be used with the may only be reproduced and distributed with the permission of the **Facilitation Academy**.

9 Data Protection

9.1 For the purpose of processing the contractual relationship, the relevant data of the Participant as well as the instructor will be processed in the **Facilitation Academy's** IT systems, in compliance with the provisions of the Federal Data Protection Act.

§ 10 Effectiveness and Amendments to the Provisions

10.1 Should the above provisions be invalid in whole or in part, this shall not affect the validity of the remaining provisions shall not be affected. Verbal collateral agreements must be in written form in order to be valid. This also applies to the waiver of the written form clause.

§11 Changes to the Terms and Conditions

For changes to services, other adjustments or for the implementation of legal obligations we reserve the right to amend these GTC at any time, also within the existing contractual contractual relationships. We will inform you as a registered user of such changes at least 6 weeks before the planned entry into force of the changes. If you do not object within 6 weeks of receipt of the notification and the use of the use of the services even after the expiry of the objection period, the changes shall be changes shall be deemed to have been agreed as of the expiry of the deadline. In the notification of change, we will inform you of your right to object and the consequences of an objection. In the event of an objection right to terminate the contractual relationship with you with effect from the planned entry into force of the changes.

Berlin, October 12, 2020