



Registration

Wulkow 2.5

Meeting of Directors of Language Centres in Higher Education in Europe:

“Bringing back Human Intelligence to Language Centres.”

05/02/26 – 08/02/26

Surname: _____ First name: _____

invoice address: _____

Citizenship: _____

Phone: _____ e-mail address: _____

Fee singel room: Euro 625 (incl. 19% VAT) p.p.

Fee double room: Euro 585 (incl. 19% VAT) p.p. with whom? _____

payable until 17/12/25

Inclusive: room with breakfast, light buffet lunch, dinner, coffee breaks, materials; excluding drinks

Yes, I will participate in the meeting.

Date Signature

With his/here signature the participant accepts the general terms and conditions of business of viadrina Dialog und Transfer gmbh.

Deadline for registration: 17/12/25

please complete the form and send it return to >>

post@viadrina-dialog-transfer.gmbh

Account holder: viadrina Dialog und Transfer gmbh
Account number: 53 48 83
Bank routing number: 120 300 00
Name of the bank: Deutsche Kreditbank AG
Reference: Your name/meeting Wukow2.5

Swift-Code: **BYLADEM1001**
IBAN: **DE06 1203 0000 0000 5348 83**

All charges are for the account of the participant.

General Standard Terms and Conditions of *viadrina Dialog und Transfer gmbh (vDT)*

1. Programme and services

1. These General Standard Terms and Conditions relate to the services described in the programme.
2. Special terms and conditions apply to services that are offered in the semester language courses based on the contract with the Europe University Viadrina (see Terms and Conditions for Semester Courses).
3. In the case of courses involving private tuition, the services agreed in the contract apply.
4. In cases where vDT arranges services that are not part of the programme's described range of services – e.g. travel cancellation insurance, transport services, services from other providers' programmes – for the participants of a programme, the contractual terms and conditions of the respective service provider apply.
5. The minimum age for participation in vDT courses* is 18. Special terms and conditions of participation apply to younger participants, who furthermore require the consent of their parents or guardian.

2. Registration

1. Please complete and return the registration form to vDT. Your registration will not be deemed to have been accepted until it has been checked and confirmed by vDT.
2. Registration will be deemed to be booked once the full course fee has been paid in cash or by bank transfer before the registration deadline (you will receive a receipt or invoice).
3. The contract will be deemed to be formed on confirmation by vDT.
4. In the case of courses involving private tuition, the payment terms are described in the contract.
5. If not enough registrations for a group course are received by the registration deadline, we reserve the right to cancel the course. In this case, tuition fees that have already been paid will be refunded in full. If payment is made in good time, your place on the course is guaranteed if the minimum number of participants is reached and enough places are available.

3. Course dates

1. The participants will be informed about the course dates before the course begins. vDT will inform the participants of any changes at least 24 hours prior to the course date.
2. In the case of private and small-group tuition, participants can arrange other dates with the teacher(s) with the approval of vDT.
3. In the case of private tuition, dates can be postponed if you inform vDT 24 hours before the scheduled class. A full charge will be made for the class if shorter notice is given.
4. There will be no teaching on national holidays in Germany or in the host countries. No refund will be paid for any lessons cancelled because of national holidays.

4. Withdrawal

1. Participants can withdraw from the contract at any time before the programme has begun. We recommend sending the notice of withdrawal by registered mail.
2. If the notice of withdrawal is received:
 1. before the registration deadline, the course fee will be reimbursed in full.
 2. after the registration deadline but 21 days before the start of the course, vDT reserves the right to retain up to 50% of the course fee.
 3. After 21 days before the start of the course and after the start of the course, the entire course fee will be retained, i.e. there will be no reimbursement.
3. At the beginning of the programme you can ask to be replaced by a third party as course participant, unless there are special reasons that make this impossible. We charge a processing fee of €10 to register a substitute participant.
4. In the case of programmes conducted abroad, we recommend that you take out travel cancellation insurance that will reimburse cancellation fees (minus a deductible in the event of non-departure) and any additional costs incurred because of early or late return as a result of illness.

5. Passport, visa and health regulations

You are yourself responsible for complying with the respective passport, visa, currency and customs regulations and for procuring an entry visa, if necessary. Should a visa and a passport be required for participation in a programme, you will find relevant information in our registration confirmation and/or in the viadrina sprachen gmbh newsletter (Infobrief). In this context, all participants (travellers) who do not hold German citizenship undertake to expressly make this fact known. The cost of procuring visas is not included in the travel price.

6. Liability and limitation of liability

1. vDT is liable with the due care and diligence of a prudent businessman for the implementation of the programme and for the careful selection and monitoring of service providers.
2. The liability of vDT for damage (excluding physical injury) is limited to three-times the travel price – inasmuch as damage to the traveller is caused neither intentionally nor by gross negligence or if vDT is solely responsible for damage caused to the traveller by the fault of a service provider.
3. Course participants are liable for all damage caused by them and must themselves reimburse owners who have suffered damage.
4. All participants are encouraged to take out health and liability insurance.

7. Final provisions

For vDT, the venue for the settlement of any disputes is Frankfurt an der Oder.
German law applies.

* The term "courses" is defined here to cover not only courses in the narrow sense of the word, but also workshops and events.