

Business Conditions for Classes

(February 2008)

Registration

Registration for classes will only be accepted in written form; there will be no acknowledgement of receipt. Whether or not registration is accepted is determined by the date of receipt. If the classes are offered in multiple phases, those registering for the whole course will receive preference. With your registration you recognize and accept the terms and conditions.

Processing

The Academy of Music Berlin reserves the right to cancel classes if there is too little interest. There will be a written notification of acceptance or cancellation of the course following the registration deadline. The registration deadline is generally two weeks before the course begins (exception master classes).

In regards to the content and procedure of the individual classes the Academy of Music Berlin reserves the right to make objectively necessary and reasonable adjustments.

Payment of Participation Fee

You can pay the participation by:

a) payment by standing order/direct-debit mandate from your bank account

b) by money transfer following notice of acceptance to:

Payee: Landesmusikakademie Berlin
Financial Institution: Berliner Volksbank
Bank Routing Number: 100 900 00
Account Number: 3775172028
Reference: Participant's name and course number
IBAN: DE56 1009 0000 3775 1720 01
BIC: BEVODEBB

One should bring along a copy of the pay-in slip to the start of the course.

Services that not made use of during the classes cannot and will not be refunded.

Discounts

There are reduced fees or rates for certain target groups (educators from institutions in Berlin and Brandenburg, music teachers from Berlin's music schools, students of Berlin's music schools) which can be found in the respective course announcements. Further reductions are generally not accepted.

Withdrawal from Course Registration

Only written cancellations (per e-mail, fax or letter) will be accepted. The following fees will be ascertained regarding registration:

Before the registration deadline: 0%

Following the registration deadline: 50% of the participation fee

Failure to appear: 100% of the fee, except a replacement is provided.

Administration Fees

The fee for additional administrative services (issuing additional participation certificates, preparing invoices and requests to pay) is 5.00 euros.

The courses starting with the number six are primarily intended for instructors from Berlin's music schools and, provided the approval of funds by the Senate administration for education, science and research, are free of charge except for the administrative fee of 10 Euros per course. This administrative fee must be transferred immediately after receiving notification of acceptance and will not be refunded in case of cancellation. If the class is cancelled by the Academy the fee will be refunded.

Data Protection

The administration of courses is carried out by electronic data processing. The data collected by the Academy of Music Berlin is protected by the German Data Protection Act. By submitting your mail and possibly e-mail address, unless explicitly denied in the application form, you accept further information (also about other courses and events) in both forms. Furthermore, there are the usual possibilities to cancel online information and mailed information from the Academy of Music Berlin.

Correspondence

If you provide your e-mail address the Academy of Music Berlin assumes that the e-mail account will be checked regularly in order to facilitate prompt communication.

Liability

Liability claims against the Academy of Music Berlin can only be made if the Academy demonstrated consciously negligent conduct (liability for premises). The Academy is not liable for cloakroom, valuables or instruments.

Comments and Suggestions

Here at the Academy we are happy to receive comments and suggestions. Please use the course questionnaire or direct your comments to Academy's administration per mail, e-mail (welcome@landesmusikakademie-berlin.de) or telephone (030) 53 07 12 03.