

KU Leuven Continuing Education – General terms and conditions for registration

New version since May 3rd 2016

1. Scope

1.1 These general terms and conditions for registration are effective from 1 May 2010 and apply to any registration for continuing education provided by KU Leuven in return for payment, unless otherwise provided by legal or decree provisions or by explicit, written agreement with the customer, as well as to the registration for continuing education provided by KU Leuven for free.

1.2 Registering for a continuing education implies acceptance of these terms and conditions for registration, even if they should conflict with the customer's own general or specific conditions of purchase. These are only binding on KU Leuven if they have been expressly agreed in writing by KU Leuven.

1.3 The seller reserves the right to modify the general terms and conditions for registration without personally informing the customer, who will not be entitled to compensation. Existing sales agreements are subject to the general terms and conditions for registration applicable at the time of registration.

1.4 These general terms and conditions for registration are available on the KU Leuven website and can be obtained upon request.

2. Definitions

2.1 The term "customer" shall mean: natural persons or legal persons (on behalf of a natural persons) registering for a continuing education.

2.2 The term "provider" or "seller" or "KU Leuven" shall mean: the organiser of a continuing education, either an individual member of staff or the KU Leuven department / unit organising the event.

2.3 The term "continuing education" refers to a range of in-service training programmes for professional purposes (excluding academic degree programmes, Advanced Academic Programmes (Advanced Master's programmes), PhD programmes and initial teacher training). Continuing education may include lectures, study days, workshops, training programmes, postgraduate programmes, lecture series, etc. A description of the continuing education can be found on the organiser's website. Continuing education also includes conferences, i.e. academic conferences at which 75% of participants are members of (senior or junior) academic staff of a Belgian or foreign university or university college; annual scientific meetings of European or international associations.

2.4 The terms "registration" and "order" shall have the same meaning.

3. Details of the provider:

KU Leuven

Oude Markt 13, Box 5005, 3000 Leuven

Telephone 016/32 40 10

Fax 016/32 40 14

info@kuleuven.be

[BTW: BE 0419.052.173]

4. Registration

4.1 Customers can register by fax, by mail (reply card or registration form), by email, online or by order form (sent by mail). It is not possible to register by telephone.

4.2 The customer can register until the registration deadline set by the provider of the continuing education. After this date, registrations may be refused. If no registration deadline is specified by the provider, the

(starting) date of the event will be the deadline for registration.

4.3 The customer can be represented by a designated representative, a staff member, a spouse or any other family member authorized to enter into an agreement with the provider on his behalf.

4.4 By registering, the customer accepts these general terms and conditions.

5. Cancellation of registration

5.1 Registrations can only be changed or cancelled in writing (by regular or registered letter, by fax or by email).

5.2 In the case of cancellation before the registration deadline set by the provider of the continuing education, 10% of the registration fee, with a minimum of 25 Euro, will be charged to cover administrative costs, also in case the continuing education is provided for free.

5.3 In the case of cancellation after the registration deadline set by the provider of the continuing education, the full course fee is payable. For continuing education provided for free, an administrative fee with a minimum of 25 Euro can be charged. Materials will only be sent to the customer upon written request by the customer.

5.4 Cancellation includes: explicit cancellation and non-attendance at the continuing education event for whatever reason, except for reasons of force majeure.

5.5 A person who has registered for a continuing education but is unable to participate can be replaced by someone else unless the provider objects. A customer can only be replaced by another participant after notification to the provider no later than 2 working dates before the (starting) date of the continuing education event.

6. Course fees and payment

6.1 Fees for continuing education are set by the provider and indicated in the description of the event. Course fees may be changed at any time without notice. If participants have already registered, however, they will be charged the fee applicable at the time of registration.

6.2 The method of payment of course fees for a continuing education is determined by the provider and indicated in the description of the event. In structured payments (VGS), the structured payment reference must always be included. The customer can request an invoice from the provider prior to payment of the fees. Invoices must be paid by transfer of the amount due to KU Leuven's bank account including the structured payment reference indicated on the invoice.

6.3 Invoices issued by the seller are payable to its registered office within 30 days of the invoice date, unless other terms of payment are specified on the invoice. In the event of failure to pay the invoice by the due date, an interest of 10% per year on the overdue amount as well as a late payment charge of 10% (minimum 50 Euro) will be payable by law and without notice of default.

6.4. In the event of non-payment of an invoice by the due date, KU Leuven will be entitled to demand immediate payment of the customer's outstanding invoices, even those not yet due, regardless of agreed terms of payment.

6.5 Unconditional payment of part of the invoiced amount will constitute acceptance of the invoice.

6.6 Partial payments will be accepted by the provider without prejudice and with all rights reserved. They will first be applied to any legal costs incurred, then to the outstanding interest, then to the late payment charge and

finally to the principal amount. In the event of non-payment by the customer, the provider reserves the right to cancel or postpone activities, provided the customer is informed in writing.

7. Alteration and cancellation by the provider

7.1. The provider is entitled to cancel the registration(s) made by the customer for reasons of force majeure, without liability to compensation other than a refund of half the fee paid. The provider can also cancel the customer's registration(s) in case of insufficient registrations or unavailability of the teacher(s), without liability to compensation other than a full refund of any fees paid.

7.2. If the provider alters the time, date, venue, or lecturer(s) of the continuing education event, customers can cancel their registration free of charge, with a full refund of any fees paid, but without entitlement to compensation.

8. Intellectual property rights

Registration for or participation in a continuing education does not grant the customer the right to copy or disseminate the content or format of this event.

9. Exclusive competence – applicable legislation

9.1 Any dispute regarding the validity, interpretation or implementation of agreements or the present general terms and conditions for registration falls under the exclusive jurisdiction of the courts of the judicial district of Leuven. These courts are expressly recognized and accepted by the customer and by the seller as having exclusive jurisdiction.

9.2. In the event of any dispute between the customer and the provider, Belgian law shall apply.

10. Privacy

The provider agrees to comply with the Act of 8 December 1992 on the protection of privacy in relation to the processing of personal data.