

## Terms and Conditions of Participation in telc Training Events

### Registration

For telc examiner trainings and workshops, please register online <https://community.telc.net/en/home.html>.

Your registration is binding as soon as you have confirmed the data privacy statement and the Terms and Conditions of Participation and by clicking the "Register" button.

Immediately on registration, you will receive an email confirmation. You can check the status of your registration any time online in the telc Community.

### Participation in examiner and rater trainings

- Requirements: cf. prevailing examiner training
- If you register for an examiner training for the first time or if your licence is expired for more than 6 months, you need to complete the online introductory training:  
To the online introductory training
- Participants for the examiner training English Dual-Level need to work through the online training module English dual Level.

### Waiting list

If the training or workshop is fully booked, you may register for the waiting list. This registration is binding, too. If you move up the waiting list and become accepted for the training or workshop you will receive an email confirmation. In this case any registration for waiting lists for the same training on other dates will be automatically cancelled.

### Cancellations

In the telc community you may cancel your registration for a telc examiner or rater training free of charge up to **10** days ahead of the training.

In the telc community you may cancel your registration for a telc workshop or seminar free of charge up to **14** days ahead of the training.

Please cancel your registration online <https://community.telc.net/en/home.html>.

You will receive an email confirmation immediately.

After the cancellation deadline, in the case of non-attendance due to illness or for any other reason, please note that we charge the full participation fee.

Another participant may fill in for you provided that he or she fulfils the eligibility requirements.

If you let us know in advance who will take your place, there are no extra charges. The fill-in needs to be organized by you. Please send us the contact details of your replacement by email to [training@telc.net](mailto:training@telc.net) before the training takes place.

### Invoice

About one week before the training, we will send an invoice to the recipient named during the registration process. This will be your private address or that of the institution you work for. The billing address can only be changed during the cancellation period. The participation fee must be paid within 12 days of the date of the invoice. Any bank charges incurred shall be borne by the recipient of the invoice. In the case of outstanding bills, we reserve the right to deny participation in telc events.

### **Alterations to Training Events**

Training events are subject to alterations.

The telc gGmbH reserves the right to cancel a participant's registration or cancel the training at short notice. A prospective participant is not automatically entitled to take part in the training he or she was registered for on an alternative date. The telc gGmbH will refund the complete course fees. Any other claims shall be excluded.

A participant is not entitled to expect that a specific person will conduct a training or seminar, even if the trainer is named in the seminar programme.

### **Data privacy**

Your contact details are saved according to German regulations. Your email address is used for handling your registration. Upon registration, you confirm that the telc gGmbH is entitled to send you emails with regard to your registration. Your data will not be revealed to any third party.

telc gGmbH  
Bleichstrasse 1  
60313 Frankfurt am Main

15.02.2017