



Cancellation Terms

Cooling-off Period

- The cooling-off period is 14 days, calculated from the registration date.
- If you register within 14 days before the start of the course, you agree that the cooling-off period applies until at most the moment the course has started. The course fee will be automatically debited according to the general payment terms.

Cancellation Rules

- Cancellation is only possible in writing (letter, email to info@internationallectures.com).
- **Free cancellation:** up to 4 weeks (=28 days) before the start of the course date.
- **50% of the course fee due:** for cancellation 4 to 2 weeks (=28 to 14 days) before the start of the course date.
- **100% of the course fee due:** for cancellation within 2 weeks (=14 days) before the start of the course date or after the training has started. This does not apply if you are within the 14-day cooling-off period after registration.

Replacement Arrangement

- You may send a replacement if you are unable to attend. Please provide the name of the replacement to the secretariat. You remain responsible for the course fee due.

Multi-day Courses

- For multi-day courses you are liable for the full course fee, even if you are unable to attend all course days.
- This also applies when you have chosen to pay in installments.

Cancellation by International Lectures

- International Lectures reserves the right to cancel a course due to insufficient registrations or force majeure (including instructor illness, weather conditions, transportation problems, or other circumstances beyond our control).
- In case of insufficient registrations, we will notify participants in a timely manner that there is a possibility we may need to proceed with cancellation. The final decision will be communicated no later than 7 days before the course begins.
- In case of force majeure (such as sudden instructor illness),



cancellation will be communicated as soon as possible, even if this is shortly before the course begins.

- In case of cancellation by International Lectures, you will receive a refund of the paid course fee within 5 working days. International Lectures is not liable for costs incurred by participants (travel, accommodation, lost income) due to course cancellation.
- Cancellations will be announced on the website and participants will be notified by email.

Confirmation of Cancellation

- A cancellation only takes effect after it has been confirmed by International Lectures via email.
- Should you not receive this cancellation confirmation from us within 10 days after sending your cancellation email, please contact us.
- For automatic direct debit and installment payments, the cancellation is processed according to the above-mentioned terms, whereby any already scheduled automatic debits are stopped in accordance with the cancellation terms.