

Terms and Conditions

By registering for the Executive Seminars/Certificates/Workshop of the Hertie School of Governance (Hertie School), you accept the following terms and conditions:

1. Registration

You may register for Executive Seminars/Certificates/Workshop via standard mail, fax or email (see contact info below.). Registration is possible throughout the year, on a first-come, first-serve basis. Please note that submission of your registration does not yet ensure your participation. The Hertie School needs about 1-2 work days to determine availability and whether you fulfil the admission criteria. If space is available, we will provide you with an email confirmation of registration and your payment details. If a seminar is already fully booked, you will be placed on a waiting list of applicants and contacted as soon as space becomes available.

2. Cancellations, Transfers, and Substitutions

Your registration becomes binding with the confirmation-Email. After you have received your registration confirmation, your registration is binding. Please note that participation is only guaranteed after we have received the full payment fee. Incidental banking fees have to be covered by the participant.

2.1. Cancellation by the Participant

If you are unable to attend, you can **cancel** your registration, **transfer** to another seminar/certificate, or arrange a **substitution**.

Cancellations must be received **in writing** (email or fax) **at least 21 days** before the seminar/workshop begins, respectively before the first seminar within a Certificate begins. Cancellations received after this date will incur the following cancellation charges:

- **21 - 8 days before** the seminar/workshop, respectively before the first seminar within a Certificate: **50%** of the seminar/workshop fee, respectively of the Certificate fee.
- **7 or less days before** the seminar/workshop, respectively before the first seminar within a Certificate: **100 %** of the seminar/workshop fee, respectively of the Certificate/ fee.

If you fail to notify us of your cancellation and you do not attend, the full fee will be retained.

A **transfer** to another seminar of the same academic year is possible free of charge, provided that spaces are available. In the case of a transfer within the Certificate programme, a different seminar in the programme may be chosen as long as space is available. In case of a cancellation of the Brussels workshop, a transfer to any future workshop within the EMPPM programme is subject to availability.

If the new seminar has a higher seminar fee, you will be charged the additional cost, but you will not be reimbursed should the fees of the new seminar be lower.

Substitution of another **participant** for the booked seminar/certificate/workshop is possible free of charge at any time. However, the substitute needs to be proposed to the Hertie School five business days prior to the first seminar day. The Hertie School claims the right to turn down the proposed substitute, should he/she not appear qualified.

There is no discount available for partial or reduced attendance in our seminars/certificates or in the workshop.

2.2 Cancellation by the Hertie School of Governance

The Hertie School reserves the right to change seminar directors and/or dates as well as to cancel seminars. In case of cancellation of a seminar, you will be notified and may cancel your registration or transfer to another seminar free of charge. If you have already transferred the seminar fee, your payment will be returned. If a seminar within a Certificate is cancelled or postponed, it is possible to transfer to another seminar within the respective course offerings if space is available.

The Hertie School does not assume responsibility for any other costs incurred by participants (e.g. travel costs, accommodation, etc.) if, for any reason, a seminar is cancelled.

3. Services, Fees, and Discounts

3.1 Executive Seminars (unless otherwise indicated)

The **seminar fee** of 1.240 € includes:

- participation in all programme components of the seminar, including lectures, group work, discussions, and panels
- course material, including case studies, written material, and additional documents provided before, during, and after the seminar
- beverages of the Hertie School cafeteria (only on weekdays)
- access to the Hertie School information gateway, which includes the course literature
- a certificate of participation after successful completion of the seminar

Successfully completed courses within a Certificate may count towards a degree in the EMPM programme. However, participation in a seminar does not result in automatic acceptance to the EMPM programme; interested candidates must complete the regular application procedure.

3.2 Executive Certificates (unless otherwise indicated):

The **certificate fee** of 4.960 € includes:

- Participation in three seminars from the respective offer, as well as participation in a skills course (including lectures, group work, discussions, and panels),
- course material, including case studies, written material, and additional documents provided before, during, and after the seminars
- beverages of the Hertie School cafeteria (only on weekdays)
- access to the Hertie School information gateway, which includes the course literature
- correction and evaluation of performance and assignments
- a certificate of participation after successful completion of the seminars

Participants of the Certificate programme must complete the certificate within two years. Successfully completed courses within a Certificate may count towards a degree in the EMPM programme. However, participation in a Certificate does not result in automatic acceptance to the EMPM programme; interested candidates must complete the regular application procedure.

3.3 Brussels Workshop

The **workshop fee** of 3.000 € includes:

- participation in all programme components of the 4-day workshop in Brussels, including lectures, group work, discussions, and panels
- all course material provided before, during, and after the seminar
- 4 nights in a hotel in Brussels (the Hertie School reserves the right to choose and to book the hotel)
- access to the Hertie School information gateway, which includes the course literature
- a certificate of participation after successful completion of the workshop

The successfully completed workshop may count towards a degree in the EMPM programme. However, participation in the workshop does not result in automatic acceptance to the EMPM programme; interested candidates must complete the regular application procedure.

3.4 Additional Services with the Scope of Executive Seminars/Certificates

Services which extend beyond those mentioned in the points of section 3.1, 3.2, and 3.3. are not included in the fee. Travel costs and daily expenses will not be covered. Accommodation is only included in the Brussels workshop.

We will be happy to provide you with information about hotels near the Hertie School of Governance that offer reduced rates for our seminar participants.

Contact Information

Hanneli Ebding

Head, Executive Education

Hertie School of Governance, Quartier 110, Friedrichstraße 180, 10117 Berlin/Germany

Telephone: +49 (0)30 - 259 219 – 317

Fax: +49 (0)30 - 259 219 – 222

Email: ebding@hertie-school.org

www.hertie-school.org