



Course Title and Date:

The following contact details are required for your invoice/payment receipt and your course certificate: **please print CLEARLY**

Mr. Ms.

FIRST NAME(s)

LAST NAME

YOUR TITLE (*Dr. / Prof. etc.*)

Email Address (Required):

Invoice Address (Full name & address of person/organization making payment):

Invoice Address Continued:

VAT-ID-Number:

Phone: Fax: Mobile Phone:

Please note:

As soon as a place becomes available we will be contacting persons from the waiting list (via e-mail or via mobile phone). Those who confirm the interest and pay the fee will be accepted on the first-come-first-served basis, therefore we suggest that you check your e-mails regularly. Still better, if you provide your mobile phone number we can contact you immediately.

Sometimes, when we experience a considerable interest in specific disciplines ESAVS together with Principal Course Masters may decide to open an additional course, therefore it is always worth staying in touch with our office and keeping your records updated.

By submitting this form to the ESAVS, contacting ESAVS via e-mail, post, phone or social media you accept the ESAVS Terms and Conditions (<http://www.esavs.eu/terms-and-conditions/>) and agree to our Privacy Policy (<http://www.esavs.eu/privacy-policy/>). The ESAVS reserves the right at all times to change, amend, add or remove any of the terms without prior notice. These Terms and Conditions apply to all clients and cooperation partners.

Terms & Conditions Extract – For full Terms & Conditions please visit our website at: <http://www.esavs.eu/terms-and-conditions/>

Payment of Fees: All fees must be paid in full in advance, according to the deadlines provided on the ESAVS website. The ESAVS reserves the right to decline a registration without further explanation. To reserve a place in the course a deposit or partial payment is required within 10 working days after the booking order has been made and confirmed by the ESAVS via e-mail. If payment is not received by the ESAVS within the defined time frame, a reservation will be automatically cancelled without further notice. The remaining balance of the tuition fee is due prior to the course start date, 12 weeks (84 days) at the latest. The reservation and the deposit will be lost if the full amount has not been paid within the stated period. If you have not received any confirmation from the ESAVS via e-mail regarding your booking or registration, please contact our office: info@esavs.eu as non-confirmed bookings or registrations are invalid.

Cancellations: Any participant wishing to cancel their booking must notify the ESAVS in writing. In the event of a cancellation received less than 8 weeks (56 days) prior to the course start date, a no-show situation or a cancellation during the course, no refunds will be granted. In the event of a cancellation received between 12 to 8 weeks (84-56 days) prior to the course, the ESAVS reserves the right to retain 50% of the payment received. Cancellations made more than 12 weeks (more than 84 days) before the course start date will receive a full refund minus €300 administrative costs. Fees cannot be transferred to another course or refunded for either cash or goods, unless a separate agreement with the ESAVS office has been made. This may incur an administrative charge (€300). Tuition fees will be fully reimbursed if a course is cancelled by the ESAVS. No further claim can be raised thereafter. **Other:** The ESAVS does not provide individual insurance for participants. Participants of the ESAVS courses are required to hold a valid health insurance or any other travel insurance policy. Furthermore, participants enrolled for the ESAVS Certificate and/or Master programs should have a valid social security number or similar document in their country of employment. All ESAVS course dates, locations and structure are subject to change up to 6 weeks prior to the courses starting. The ESAVS does not accept responsibility for monetary loss paid by participants to other organisations.

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Date / Location

Signature