

## Terms and Conditions

***These general terms and conditions of business apply to the open enrolment programs of GIHE Sàrl (trading under the name Glion Institute of Higher Education).***

### Application Review

Once you have completed and submit the application form, it will be reviewed by the application committee and an acceptance email will be sent to you within 2 weeks including an invoice fee electronically.

### Payment of fee

Please pay the program fee within 30 days of the invoice date and no later than the program starts. If you register 2 weeks before the program start date, you must pay the invoice immediately.

If the participant fails to make the due payment in full or in part, Glion Institute of Higher Education is entitled to withdraw from the contract or withhold its performance, and in particular to exclude participation from open enrolment programs, subject to application of the statutory prerequisites.

The program fee includes tuition, teaching materials and lunches. The program fees do not include participant's costs of travel or living expenses. Participant must settle their own hotel bills, both when in Glion and on off-campus programs, as well as all dinners (some might be included in the program schedule).

### Cancellations

To avoid a cancellation fee, we must receive your cancellation, in writing, no less than 4 weeks before the program starts.

If you are admitted to a program but you are unable to attend, you have the following cancellation fees:

**Four weeks** before program starts you receive a full refund of the program fee.

**30 to 14 days** before program start: 50% refund of the program fee.

**7 days or less** before program start: you incur a 100% cancellation fee (no refund).

### Amendments to the Program

The School will make all reasonable efforts to deliver the Program as described in the brochure and on the School's website. However, the School must manage its resources efficiently and shall be entitled:

- (a) to alter the timetable, location, number of classes and method of delivery of the Program; and
- (b) to adapt guest speakers' interventions
- (c) to make reasonable variations to the content and syllabus of the Program.

### Visas

Participants are responsible for ensuring they allow sufficient time for visa applications to avoid

being subject to the Cancellation policy. It is the participants responsibility for getting the appropriate visa when required and to pay for the related process.

### **Minimum number of participants**

Glion Institute of Higher Education is entitled to cancel or postpone the open enrolment program if the specified minimum number of participants is not reached. The participant will be notified about any cancellation without undue delay. Glion Institute of Higher Education will refund to the participant any fees paid in advance.

### **Participant's obligation**

Participant must be punctual, attend all appropriate lectures, sessions, workshops, practical and theoretical activities of the entire Program as required by Glion Institute of Higher Education, and contact the Program Director if unable to attend any class.

Participant must behave in a courteous manner during the program with consideration and respect for others.

### **Language requirements**

The programs are conducted in English and a good working knowledge of the language is essential.

### **Detailed Information for the Program**

Four weeks prior the program start date, a program manager will contact you with full information on the program, including hotel accommodation and preparation material.

### **Copyright**

Glion Institute of Higher Education will provide the participant with accompanying documentation for the program (in hard-copy and/or electronic form), by handing such to the participants and/or sending such electronically to the participant and/or providing such for download:

The participant will be granted a simple usage right to the documentation which entitles the participant to use the documentation for the purpose for their own enrolled program. If the participant is enrolling in the course of a business, it is not entitled to permit other employees or third parties to use the documentation (in full or in part), to reproduce it for them (in full or in part) and/or to make its content accessible to third parties (in full or in part) and/or to make the documentation publicly accessible (in full or in part). The copyright laws where the program is delivered will apply in all other respects.

The participant is not entitled to edit the documentation or to remove the existing copyright notices or references to Glion Institute of Higher Education as the holder of the exclusive usage rights.

### **Miscellaneous provisions**

These terms and conditions as well as the delivery of the Program by Glion Institute of Higher Education will be governed by Swiss law.