

## **Cancellation conditions at the Language Centre**

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The registration is final. The "Deadline" on the website only applies to semester courses and only to students of the Unifr – in addition, the following conditions apply:

### **1. Internal university participants**

#### 1.1 Semester courses and other free offerings

- a) During the registration period, the deregistration must be communicated to the secretariat as soon as possible so that the vacant place can be assigned to another person.
- b) After the registration deadline, the deregistration must be communicated in writing to the secretariat and the teacher concerned.

#### 1.2 Paid offerings

Point 2.2 also applies to internal university participants.

### **2. Participants from outside the university**

#### 2.1 Paid semester courses

- a) If the registration is cancelled before the end of the enrolment period, a processing fee of CHF 50 per course will be charged. This also applies to cancellations due to illness or accident.
- b) If the registration is cancelled after the end of the enrolment period (from the 3rd week of the semester), the entire course fee is due. Upon presentation of a medical certificate, the duration of which makes it impossible to validate the course, the registration can be transferred to the following semester or year at no additional cost in order to participate in the same course or in a course at the same level.

#### 2.2 Other paid offerings

- a) If the registration is cancelled up to 15 days before the start of the course, a processing fee of CHF 50 will be charged. This also applies to cancellations due to illness or accident.
- b) If the registration is cancelled between 14 and 7 days before the start of the course, half of the fee or at least CHF 50 will be charged. If the deregistration is due to illness or accident and upon presentation of a medical certificate whose duration covers at least half of the training, only a processing fee of CHF 50 will be charged.
- c) If the registration is cancelled less than 7 days before the start of the training, the entire course fee is due. If the deregistration is due to illness or accident and upon presentation of a medical certificate whose duration covers at least half of the course, only a processing fee of CHF 50 will be charged.

The Language Centre reserves the right to cancel a course if there is insufficient number of participants. In this case, the course fee will be refunded in full.