

GRAPHIC DESIGN COURSE

DATE

7th of May – 22nd of November 2018

Monday-Thursday, 19:30-21:30 or 17:00-19:00h

1. REGISTRATION DEADLINES

Registrations to ESDIP's GRAPHIC DESIGN COURSE ends when the course starts, or until all available spots are filled. Please note that the class has a limited number of places that will be therefore assigned on a first come – first enrolled basis.

2. PAYMENT

Methods Of Payment:

1. **Payment in full:**

The payments done in full have a 3% discount. The total amount to pay would be 1891€.

2. **Three monthly installments of €325:**

› First installment must be paid upon registration.

The following payments must be done within the first week of the month according to the following:

- › Second payment - within the first week of June 2018
- › Third payment - within the first week of July 2018
- › Forth payment - within the first week of September 2018
- › Fifth payment - within the first week of October 2018
- › Sixth payment - within the first week of November 2018

Payment settlement is a condition to admission into class and booking cannot be confirmed until full payment has been received.

Nonattendance does not exempt a student from paying their contractual dues.

The registration form must be sent together **with a copy of the bank transfer receipt** via email to: courses@esdipberlin.com

Payment must be transfer to the following account:

Bank name: Deutsche Bank
Account owner: Maria Lujan
IBAN: DE72100700240229847900
BIC: DEUTDE33HAN30

Please note that all bank charges are your responsibility along with any charges related to the transfer of these funds. In case any bank expenses are charged to ESDIP Berlin, you will be asked to pay the missing amount in cash upon arrival.

Please specify the cause of the payment by writing on the bank transfer statement:

- Participant's name
- Course title

You will only be registered once the transfer has been received.

Before making your travel arrangements please make sure that your booking has been processed and the course is running.

3. ADMISSION REQUIREMENTS

- All classes are held in English, so you will be required to have a fluent understanding of the English language.
- Please read the course descriptions carefully before applying to a course. ESDIP will not take any responsibility for the students' choice of a course level that is not suitable to their background and skills.
- Our courses are only for students that are 18 years old or older.

4. CANCELLATIONS AND REFUNDS

Cancellations by the students:

All cancellations must be made in writing.

- Cancellation up to 2 months before the course starts: refund of 100%

- Cancellation up to 1 month before the course starts: refund of 50%

After this date, no refunds will be given.

Cancellations by ESDIP:

ESDIP reserves the right to amend or cancel a course or change course location and dates. ESDIP's Graphic Design Course will only take place if a minimum of 5 students per course enrolls. If ESDIP cancels a course, it shall attempt to give students at least one week's notice and students will have the option of transferring to another course, if available, or of having a full refund of the tuition fee. ESDIP will not be liable for any losses arising as a consequence of any modifications or cancellation of courses.

5. PHOTOGRAPHS AND RECORDING

Each programme will be visited by a ESDIP photographer once in a while so that the course can be documented. Some of these pictures will be used on the ESDIP website or promotion material. The photographs will never be used in a deforming or offending way. The student will give up all claim of ownership of the photographs and assign copyright to the photographer. No payment will be due.

6. FORCE MAJEURE

ESDIP shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control including, but not limited to strikes, lockouts or other industrial disputes compliance with any law or governmental order, rule, regulations or direction, accident, breakdown of plant or machinery, fire, flood, act of god, war, riot, civil commotion, malicious damage, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

7. INFORMATION MATERIAL

ESDIP website and communication materials describe the courses run by ESDIP.

Every care has been taken to ensure accuracy, however changes might have been introduced after publication, as it is the policy of ESDIP to constantly monitor its course offerings as well as the performance and content of individual courses. Whilst every attempt will be made to provide the courses and the service described, ESDIP reserves the right to make changes as appropriate for reasons of operational efficiency or due to unforeseen circumstances.

8. APPLICABLE LAW

The law applicable for any dispute regarding ESDIP courses is the German Law and the place of jurisdiction is Berlin.