

CHARITÉ
International Academy

Registration

Course title:

Date:

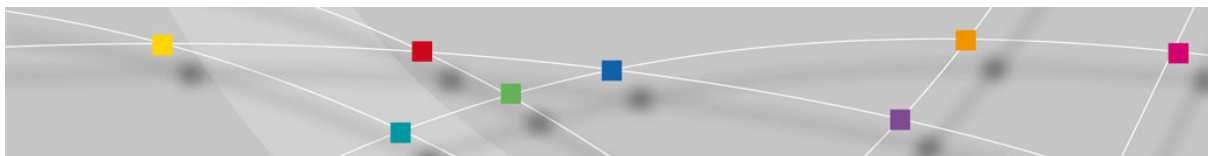
Please fill out the registration form on the computer, print it out, and mail or fax it to

Charité – Universitätsmedizin Berlin
Charité International Academy
Campus Charité Mitte
Charitéplatz 1 / Virchowweg 23
10117 Berlin

Fax: (030) 450 576 952
Email: chia@charite.de

My registration is binding for the above course:

Ms	Mr	Surname
		First name
Employed as		
Work address:		
Institution		
Street and no.		
Postal code / city		
Telephone		
Email		
Private address:		
Street and no.		
Postal code / city		
Telephone		
Email		
I agree that my personal data may be electronically processed for the purpose of course organisation.		
I accept the conditions of participation (see next page).		
I will transfer the course fee to the bank account of the Charité Universitätsmedizin Berlin at Berliner Bank, routing no. 100 708 48, account no. 512 221 303.		
IBAN: DE76 100 708 480 512 221 303, BIC: DEUTDEDB110. In the purpose line, please enter: "Innenauftrag 61300909"		
_____		_____
Date		Signature



Charité International Academy

Conditions for participation (valid from 01.08.2009)

- **Registration:** Please register in writing, using the attached registration form.
- **Course fees:** Please see the individual course descriptions for the fees.
- **Acceptance:** Acceptance is generally based on the order of arrival of registrations and, especially, on the applicant's belonging to the target group described in the programme. Out of consideration for your duty roster, we endeavour to send you your confirmation of participation 8 weeks before the course begins (3 weeks at the latest).
- **Cancellation:** If you cannot attend, please inform us immediately in writing. You can cancel a registration free of charge up to 8 weeks before the course begins. In the case of cancellation up to 10 days before the course begins, we will charge a processing fee of 25% of the course fee. This means fees already paid will be refunded with the processing charge deducted. In the case of cancellation 10 days or less before the course begins, the whole course fee will be charged, unless the place on the course can be filled by another participant. The delegation of an alternative course participant is, of course, possible at any time. Should the alternative participant be an external one, he or she must pay any applicable difference between the fee paid by the internal participant and that of an external one. Should a participant remain absent with no explanation, the full course fee will be charged.
- **Cancellation by the course organiser:** We retain the right to cancel courses or to change the dates. In this case any course fees paid can be refunded. We accept no liability for other direct or indirect costs that result from such a cancellation.
- **Storage of personal data:** Participant's personal data (name, title, address, job title) will be electronically stored for the purpose of informing participants about current courses on offer. You may deny permission to store personal data in writing.
- **Confirmation of the conditions for participation:** Binding registration for a seminar shall also be seen as acceptance of the conditions for participation.
- **German law applies and the place of jurisdiction is Berlin.**