

## Conditions of participation for courses



### Registration

The registration takes place on-line over the appropriate registration form on the Internet operational readiness level of the Landesmusikakademie of Rhineland-Palatinate ([www.landemusikakademie.de](http://www.landemusikakademie.de)) or by means of the appropriate registration form in paper form to the office of the Landesmusikakademie Rhineland-Palatinate, Am Heinrichhaus 2, 56566 Neuwied. Application forms are enclosed with the program; they can also be requested from the office. Registrations become legally binding on the date of receipt by the Landesmusikakademie. A confirmation of receipt will be issued upon receipt of the application. With the registration, the conditions of participation of the Landesmusikakademie of Rhineland-Palatinate are accepted. Registrations are possible at any time.

### Approval

Admission is granted by the Landesmusikakademie of Rhineland-Palatinate. For courses with a limited number of participants, the date of receipt of the registration at the office is decisive. In exceptional cases, such as special participation requirements, the Landesmusikakademie Rhineland-Palatinate will decide in consultation with the course director. In any case, a written confirmation of admission will be sent.

### Payment

In good time before the course begins, each participant will receive a circular letter with information on the course progress as well as, by separate mail, the invoice with the request to transfer the fees according to the specified payment date.

Payee: Landesmusikakademie Rheinland Pfalz

Credit institution: Sparkasse Neuwied

SWIFT/BIC MALADE51NWD

IBAN EN15 5745 0120 0005 1023 22

reason for payment: name, first name; course number

If the participation fee is not paid by the specified payment date, the Landesmusikakademie reserves the right to allocate the course place elsewhere.

### Withdrawal from the course registration

Withdrawal from the course registration is made in writing. The following fees will be charged in case of withdrawal:

- more than 12 weeks before the start of the course 15 Euro
- 12 to 4 weeks before course start 25 Euro
- 4 to 2 weeks before the start of the course 50 % of the course fee
- less than 2 weeks before the course 100 % of the course fee
- In case of non-appearance without prior written notice of withdrawal, the full participation fee is due.
- If a replacement participant can be provided in the event of withdrawal, a processing fee of only 15 euros will be charged.

If a course does not take place (e.g. due to a too small number of participants, decisive reduction of funds), the Landesmusikakademie reserves the right to cancel at short notice. All payments made until then will be refunded.

### Privacy

The administration of the courses is done by electronic data processing. The collected data is subject to the Federal Data Protection Act. By providing us with your postal and/or e-mail address, you agree to receive further information by post or e-mail (including information about other courses and events of the Landesmusikakademie of Rhineland-Palatinate), as well as to the transfer of your contact data to the course administration (for the purpose of selection procedures, sending of information about riding, etc.) and to other participants of the same course (for the purpose of carpooling). By registering, you agree to the publication of visual and audio material that was created in connection with a course.

You can expressly object to this further use of your collected data on the registration form. In addition, you can subsequently object in writing at any time or declare your consent to the further use of your data.

### Liability

Liability claims against the Landesmusikakademie of Rhineland-Palatinate can only be asserted if the Landesmusikakademie of Rhineland-Palatinate is guilty of culpable conduct (violation of the obligation to maintain safety on the road). No liability is assumed for checkroom, valuables and instruments.