

Terms and Conditions for participation in the Hertie School Executive Seminars, Skills Training, Certificates¹ and Workshops in Brussels/London/Berlin

By registering for Executive Seminars/Skills Training/Certificates/Workshops of the Hertie School, the participant accepts the following terms and conditions:

1. Registration

- 1.1. The participant may register for Executive Seminars/Skills Training/ Certificates/the Brussels, Berlin or the London Workshop via the online application module at <https://application.hertie-school.org>. Registration is possible throughout the year, on a first-come, first-served basis. Please note that submission of an online registration form does not yet ensure a participation in the chosen courses. The Hertie School needs about 1-5 work days to determine availability and whether the participant fulfils the admission criteria. If space is available, the Hertie School will provide the participant with an e-mail confirmation of his/her registration and with payment details. If a course is already fully booked, the participant will be placed on a waiting list of applicants and contacted as soon as space becomes available.
- 1.2. A registration becomes binding with the receipt of the confirmation e-mail. Please note that participation is only guaranteed after the Hertie School has received the full payment fee. **The payment fee must be received by the Hertie School 2 weeks before the course at latest. For later payments, the Hertie School needs to be informed and agree to the late payment.** Incidental banking fees have to be covered by the participant.

2. Cancellations, Transfers, and Substitutions

2.1. Cancellation by the Participant

If a participant is unable to attend, he/she can **cancel** the registration, **transfer** to another Executive Seminar/Skills Training/Certificate within the respective programme scheme (this does not apply to all programmes), or arrange a **substitution**.

- 2.1.1. **Cancellations** must be received **in writing** (e-mail or fax) **at least 21 days** before the Executive Seminar/Skills Training/Workshop begins, or before the first course of a Certificate Programme begins. Cancellations received **21 – 8 days before** an Executive Seminar/Skills Training/Workshop, or before the first course of a Certificate will incur a cancellation charge of **50%** of the Executive Seminar/Skills Training/Workshop/Certificate fee. **If the Hertie School receives a cancellation 7 or less days before** an Executive Seminar/Skills Training/Workshop, or before the first course of a Certificate, or if the participant fails to notify the Hertie School of his/her cancellation and he/she does not attend, the full fee will be retained.
- 2.1.2. A **transfer** to another course within the same academic year is possible free of charge, provided that space is available. In the case of a transfer within a Certificate Programme, a different course in the programme may be chosen (subject to availability) as long as space is available. In case of a cancellation of the Brussels, Berlin or the London Workshop, a transfer to any future workshop is subject to availability. If the new course has a higher course fee, the participant will be charged the additional cost, but the participant will not be reimbursed should the fees of the new course be lower.
- 2.1.3. **Substitution** of a **participant** registered for an Executive Seminar/Skills Training/Certificate/Workshop is possible free of charge at any time. However, the substitute needs to be proposed to the Hertie School **5 business days prior to the first seminar day**. The Hertie School reserves the right to turn down the proposed substitute, should

¹ The following Hertie School Certificate Programmes are currently on offer: Leadership and Management, Public financial management and methods, Intersectoral Management, Public Sector Innovation, Global Policy and Diplomacy, Digital Transformation, Management in the Public Sector. The following Hertie School – ESCP Europe Certificate Series are currently on offer: Leadership in Business, Politics and Society, and Strategy and Decision Making in Business Politics and Society.

he/she not meet the required qualifications as indicated on our website. There is no discount available for partial or reduced attendance in our executive education courses.

2.2. Cancellation by the Hertie School

The Hertie School reserves the right to change seminar directors, change seminar dates, change courses from an onsite to an online instructional model, as well as to cancel courses.

In case of cancellation of a course, the participant will be notified and may cancel his/her registration or transfer to another course free of charge (subject to availability and respective qualification). If the participant has already paid the course fee, the payment will be returned.

If a course changes from on-site to online teaching, the participants will remain enrolled for the booked course. There is no provision for discounts. In the event that a participant does not wish to attend a course that has been switched from on-site to online instruction, participants may request a free switch to another course (again, subject to availability and qualifications). A change can be made either to another on-site course or to another online course. The right to change does not expire, which means that the course participant can therefore choose to wait until the on-site course that was originally booked can be offered again on-site.

If a course of a Certificate is cancelled or postponed, it is possible to transfer to another course (subject to availability). The Hertie School is not responsible for any other costs incurred by participants (e.g. travel costs, accommodation, etc.) if, for any reason, a course is cancelled.

3. Services, Fees, and Discounts

3.1. Executive Seminars and Skills Trainings (unless otherwise indicated)

The **course fee** for executive seminars and skills training amounts to 1,690 €.

The respective course fee includes:

- participation in all programme components of the course, including lectures, group work, discussions, and panels;
- course material, including case studies, written material, and additional documents provided before, during, and after the course (there is no preparation for skills training);
- beverages during the course at the Hertie School;
- access to the Hertie School information gateway, which includes the course literature (only for executive seminars);
- a certificate of participation after successful completion of the course.

Successfully completed executive seminars or skills training may count towards a degree in a certificate or the Executive MPA programme, if ECTS credits are acquired. However, participation in a course does not result in automatic acceptance to a certificate or the Executive MPA programme; interested candidates must complete the regular application procedures.

3.2. Executive Certificates (unless otherwise indicated)

The fee for the Hertie School Certificate Programme amounts to 6,760 € / 6,900 € (when a workshop is chosen). For the Hertie School – ESCP Europe Certificate Series² the certificate fee amounts to 6,680 € (3 courses)/ 6,530 € (4 courses).

The fee for the Executive Certificate Programmes includes:

- Hertie School Certificate Programme: Participation in three seminars out of the respective offer, as well as participation in a skills training (including lectures, group work, discussions, and panels).
- Hertie School – ESCP Europe Certificate Series: Participation in the required seminars of the respective offer (including lectures, group work, discussions, and panels).

² Please note: for all ESCP Europe courses, candidates need to register directly at ESCP Europe and the terms and conditions of ESCP Europe apply.

- course material, including case studies, written material, and additional documents provided before, during, and after the seminars (there is no preparation for skills training);
- beverages during the course at the the Hertie School (does not apply for Workshops in Brussels/London);
- access to the Hertie School information gateway, which includes the course literature;
- correction and evaluation of performance and assignments;
- a degree certificate after successful completion of a Certificate Programme.

Participants of Certificate Programmes must complete the programme within two years. Successfully completed certificate courses may count towards a degree in the Executive Master programmes. However, participation in a Certificate Programme does not result in automatic acceptance to the Executive Master programmes; interested candidates must complete the regular application procedure.

3.3. Workshops in Brussels, Berlin or London

The **workshop fee** amounts to 3.000 € and includes:

- participation in all programme components of the 4-day workshop in Brussels, Berlin or London, including lectures, group work, discussions, and panels;
- all course material provided before, during, and after the respective workshop;
- access to the Hertie School information gateway, which includes the course literature;
- a certificate of participation after successful completion of the respective workshop.

The successfully completed workshop may count towards a degree in the Executive Master programmes. However, participation in a workshop does not result in automatic acceptance to the Executive Master programmes; interested candidates must complete the regular application procedure.

3.4. Additional Services regarding Executive Seminars/Skills Trainings /Workshops/ Certificates

Services that exceed those mentioned in sections 3.1., 3.2., and 3.3. are not included in the participation fee. Accommodation, travel costs and daily expenses will not be covered (unless otherwise indicated). The Hertie School can provide the participant with information on hotels that offer reduced rates for the seminar participants.

4. Hertie School Policies

For the complete duration of an executive education course (including preparation phase and follow-up course work), the following additional rules apply:

- a) Code of Conduct,
- b) House Rules,
- c) Campus Security Policy,
- d) Alcohol and Drug Abuse Prevention Policy,
- e) Copyright Policy,
- f) List of Prohibited Network Use,
- g) LIS Provisions.

By registering for an executive education course, the participant accepts and agrees to abide by these Hertie School policies. The rules, policies and provisions can be accessed at: application.hertie-school.org.

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