

General Terms and Conditions

The below-mentioned terms and conditions of participation shall apply to all events and services offered by the AAI Salzburg, unless there are individual and justified regulations depending specifically on individual events or services and on specific target groups. Should any of the terms and conditions be or become invalid, the remaining terms and conditions shall still remain valid.

Data protection

Within the framework of activities, personal data may be collected and stored. Following the Data Protection Act of 2000 (BGBl. I 165/1999), which regulates the protection of natural persons in the processing of personal data, and the Decretum Generale on Data Protection within the Catholic Church and its institutions, Official Journal of the Austrian Bishops' Conference Nr. 52, 15.09.2010, Nr. II.1, these data shall be treated in strict confidentiality and must not be passed on to third parties. The persons are entitled at any time to view, edit and/or have deleted their data.

Photos and videos

The AAI reserves the right to make photo and/or video recordings during the events and to use them for internal purposes, documentation and public relations work for an unlimited period of time. It is the responsibility of the participant to avoid the photographers accordingly or to inform the AAI of their non-consent.

Registration

According to the type of event or service, a prior registration is required or merely recommended/not necessary. A required registration can be made via telephone or e-mail. For an improved and quicker processing of the registration, it is recommended to contact the respective employee/contact person. Contact details are stated in the respective announcement and the event programme.

Please note the registration deadline for events/services. In order to register for an event/service requiring a registration (courses, workshops, excursions etc.), at least the first name and surname as well as a valid e-mail address or phone number are needed. A registration is – subject to free places – binding. Should no free places be available, there is a waiting list. Free places are attributed in the order of registration. Attribution of a place can happen on short notice (e.g. on the same day of the event).

Courses: Registration – subject to free places – is possible until the beginning of the course or on the first date of the course. Whether registration is possible after this date, is within the discretion of the AAI and the course instructor.

Payment

After successful registration for a course, participants are issued an invoice (bill) via e-mail. In exceptional cases, the invoice will be sent by post. For other events/services, an invoice may be issued at the special request of participants. After receiving the invoice, the outstanding amount must be paid in cash at the AAI or by bank transfer to the following account:

Bankhaus Spängler
Afro-Asiatisches Institut
IBAN AT14 1953 0001 0030 1011
BIC: SPAEAT2S

The invoice number and surname of the participants must be given as reason for payment (example: 01/Surname).

Courses: Course fees need to be paid by bank transfer to the account of the AAI or directly to the responsible employee. Course leaders and speakers do not accept course fees! The payment must be received by the AAI within the first two weeks after the start of the course (i.e. before the third session). After this deadline, the course fee will be claimed by reminder notice.

De-registration

It lies in the responsibility of the participants to inform the AAI of their de-registration. For courses, de-registration must be filed directly to the AAI within the first two weeks after the start (i.e. before the third session) via telephone or e-mail. In this case, course fees which have already been paid will be refunded. After this deadline a refunding of the course fees cannot be granted, and any outstanding amounts will be claimed.

For workshops and excursions, de-registration should be filed within the given registration period, due to reasons related to the planning of the event and the possibility of a waiting list. A refunding of or exemption from the participation fee in case of de-registration after this deadline is within the discretion of the AAI.

Courses: A simple information on the de-registration to the course instructor is not sufficient. All remaining organisational and content-related questions (such as study contents, course materials, absence from individual sessions etc.) are negotiated between the participants and the course instructor.

Fees

Education should be possible for everyone from a financial point of view as well. The AAI therefore aims to keep participation fees to a minimum. The currently valid fees for courses and workshops, as well as the possibility for reduced fees, are stated in the event programme. Based on the pay-as-you-feel philosophy, participants can pay more than the fixed tariffs, depending on their personal ability. 100% of the income goes to the language teachers.

Reduced fees

The lack of financial resources is often an obstacle to participate in educational services. We do not want to exclude anyone from our educational services due to financial reasons. Please contact us if this situation applies to you, and we will jointly seek to arrive at a satisfactory solution.

For specific events/services, such as courses, reduced fees, e.g. for students, SN CARD holders or teenagers under 18, may be offered. The respective amount of reduction is to be found in the current event programme.

Participants are requested to inform the AAI about a possible entitlement to reduced fees before the start of the event/course or upon registration and to bring a corresponding verification (e.g. confirmation of study registration, SN CARD etc.) on the first session the latest or directly at the event.

Alteration or cancellation of an event/course

Most of our events and services are planned well in advance. Organisationally unavoidable deviations between the announcement and realisation of events as well as alterations due to quality improvement do not entitle participants to claim compensation for damages.

Educational services may be cancelled by the AAI for good cause, especially due to lack of participants (for covering the costs) or non-availability of the course instructor. The participants shall be informed of the cancellation of events. Fees which have already been paid shall be refunded. For any further costs resulting from the cancellation, any liability of the AAI is excluded.

Venue and infrastructure

Unless otherwise specified, the events/courses take place in the seminar rooms of the university parish/KHG. In general the technical equipment required for carrying out the events/services of the educational programme is provided free of charge. In case of negligent handling of the provided equipment as well as damages of any immobile property caused by negligence, the AAI reserves the right to claim compensation from the perpetrator.

Potential modifications of the infrastructure or the immobile properties in the building require the prior consent of the AAI, in any case and without exception. Otherwise the AAI may claim compensation for the restoration of the original condition from the perpetrator.

Exclusion of persons

The AAI reserves the right to exclude or banish persons from an event, also without stating reasons, if their behaviour puts at risk the safety of the building or the achievement of the event's aims, or if other participants may suffer physical or psychological harm from their behaviour. An entitlement to refunding of already-paid fees shall not apply.

Effective: version (2), September 2021