

## **General terms and conditions for registration of activities**

### Article 1: Registration and payment

1.1 Registration for the seminar, webinar, training, or event (defined as activity) of Thomas More University College (Thomas More) is only possible via the indicated web page by fully completing and registering through the online registration form within the specified period.

1.2 You are registered for an activity from the moment you receive the confirmation email of your registration from Thomas More. If the activity is already fully booked, you will be notified accordingly. From that moment, the cancellation conditions as determined in Article 2 apply. The registration fee is due upon confirmation of your registration. Invoices must be paid before the due date automatically and without notice of default. If the invoice contains a structured message, use only the structured message for the reference and not your own message. Please do not use grouped payments.

1.3 Thomas More reserves the right to cancel the activity completely or partially if there are insufficient registrations or in other cases.

1.4 Thomas More reserves the right to hold an activity at a different location or at a different time than originally communicated for organizational reasons. You will be notified of this as soon as possible via email.

### Article 2: Cancellation

Every absence without prior notification means an unnecessary additional cost for our organization or prevents other interested parties from participating in your place. The registration fee remains fully payable even if you do not or only partially participate in the activity unless you cancel in a timely and correct manner in accordance with the following cancellation conditions:

2.1 Cancellation always occurs before the official start of the activity and exclusively by email addressed to the relevant event planner mentioned on the registration page of the activity. If the cancellation occurs after the start of the activity, if you are absent or only partially follow the program, the total registration fee must be paid.

2.2 The following conditions apply to cancellation:

- In case of cancellation up to 2 weeks before the activity, the registration fee will be refunded (as far as it was already settled) with a flat-rate deduction of 25 euros administration costs for a training and 50% of the registration fee for a webinar.
- In case of cancellation within 2 weeks before the start of the activity, the participant remains fully liable for the entire registration fee to Thomas More.

2.3 In case of cancellation due to illness, accident, or death (of partner and family members up to the second degree): provided that the necessary certificates are submitted no later than 7 working days after the activity took place via email to the relevant organizer mentioned on the registration page of the activity, the registration fee will be refunded (as far as it was already settled) with a flat-rate deduction of 25 euros administration costs.

2.4 If you are unable to participate in the activity, you can in all cases, instead of canceling, have a colleague replace you free of charge. You notify this by email to the relevant event planner mentioned on the registration page of the activity before the official start of the activity.

2.5 In the event of cancellation by Thomas More as described in Article 1.3, the registration fee will be fully or partially refunded depending on the situation, but there is no additional compensation for the registered participants.

2.6 These provisions regarding cancellation apply as general terms and conditions. Thomas More reserves the right to determine special, deviating, or additional conditions regarding cancellation, taking into account the nature and specific modalities of the activity. Thomas More ensures that the participant can take note of these special conditions prior to his registration.

#### Article 3: Applicability of conditions

3.1 By sending the completed registration form, you declare that you have read these registration conditions and declare yourself fully and irrevocably in agreement with them.

3.2 These conditions and the registration form constitute the entire agreement. Changes and/or additions are only possible in writing and by mutual agreement.

#### Article 4: Reservation of rights

4.1 The Participant is not allowed to reproduce and distribute information obtained from Thomas More, such as advice and educational materials, to third parties.

4.2 Thomas More retains all intellectual property rights to presentations, videos, reports, or other educational materials developed during or for the execution of the activity. Educational materials provided by Thomas More may not be copied, disclosed, or shared with third parties without prior written permission.

Privacy policy Thomas More processes personal data of the Participant. This concerns data that the Participant provides himself, for example via the registration form.

Thomas More needs the data of the Participant for the following matters:

- to be able to fulfill the agreements between Thomas More and the Participant. This is the case with:
- registration for an activity
- scheduling and executing advice or research, in any form

as well as for other purposes such as:

- newsletters: you are explicitly asked if you wish to receive these.

We do not pass on data to third parties, unless this is necessary for the service provision of our company, namely:

- our payment partners
- third parties related to the tax authorities

Data of the Participant is stored in:

- Mailchimp (mailbox), with regard to making and following up appointments.
- Thomas More is obliged to keep data of the Participant for the tax authorities for 2 years. This applies to invoices, credit notes, payments.

For more details, we refer you to the Privacy Statement of Thomas More, available on the website:

[Terms and conditions and privacy statement | Thomas More](#)