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# TERMS AND CONDITIONS FOR THE CITY OF GREEN BUILDINGS

## ACADEMY

The educational program is operated by The City of Green Buildings, a non-governmental organization registered in Romania.

### Booking

It is advised that you make your booking as early as possible, as places in the educational program are strictly limited to a number of 40. Please note that as long as in the registration form is not mentioned anything, the confirmation of the booking is done after the payment of the participation fee. The participation fee is 39 EUR until 31<sup>st</sup> of July, and 49 EUR afterwards. After the registration fee is completed and submitted, there is a redirection to the payment page. The payment can be done online, using a credit or a debit card, or via direct bank transfer. After the payment is confirmed the participant will receive an invoice and a confirmation of the booking. Payments done via bank transfer, must be done in maximum 7 days after the online registration, otherwise the registration will be void.

The booking of a place is regarded as acceptance of our Terms and Conditions.

### Cancellation

All cancellations must be made in writing and take effect from the date we receive such notice. Where a cancellation is made more than 15 days prior to the arrival date, there will be a refund of the entire participation fee minus 5 EUR which are our payment processing costs. Where a cancellation is made less than 15 days prior to the arrival date, there will be no refund. Where a participant arrives after the arrival date, there will be no refund for any missed course attendance.

### Course Rules

We expect and hope that all participants registered with The City of Green Buildings Academy will have an autumn to remember and make every effort to show respect at all times to fellow participants and members of The City of Green Buildings Organization.

The rules outlined below are designed to ensure that all the participants are able to enjoy the program free from any unpleasant, intimidating or aggressive behavior and in safety.

The breach of any rule stated below may result in dismissal from the program. Furthermore, any participant who breaks the law or displays aggressive, intimidating or racist behavior will face instant dismissal from the course.

All damage to property, equipment and rooms will be charged to the participants.

### Promotional materials

At the discretion of the The City of Green Buildings Organization, photographs or videos may be taken of the participants on the program. The City of Green Buildings reserves the right, unless we are

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advised to the contrary in writing, to use these photographs or video clips as part of future The City of Green Buildings programs promotional material.

Participants will be asked to fill out an end of program questionnaire at the end of the program. The City of Green Buildings reserves the right to use this material in future promotion, unless otherwise stated by the participants.

## **Travel Arrangements**

All travel details and arrangements must be done by each participant individually. The City of Green Buildings does not cover any costs regarding the travel to and back home for any participants.

The only travel costs covered by The City of Green Buildings are those with public transport in Cluj-Napoca during the program and the transport to and from Sibiu.

## **Arrival, accommodation and departure**

The arrival date for those participants who need accommodation is 30<sup>th</sup> of August. We require each participant to announce with minimum 2 days in advance the arrival hour. At the arrival, each participant will be assigned a room, and will be conducted to her room. During the 2 weeks the participant has the responsibility to keep the room in good condition.

At the departure, each participant will have to leave the room in the same condition as it was received and return the key. If there will be any damage or missing objects, the participant will be liable for the payment of their value.

The departure date for all participants will be 13<sup>th</sup> of September.

## **Insurance**

All participants attending the program should have their own travel insurance. The City of Green Buildings does not offer or cover any travel or medical insurance for the participants.

## **Liability & Changes**

The details of the program have been published in good faith. We reserve the right to make any changes or alterations to any aspect of the course, in the event of unsuitable conditions or other factors beyond our control.

## **Romanian Law**

Romanian Law shall apply to the contract, and the parties agree to submit to the non-exclusive jurisdiction of the Romanian Courts.

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