

Effective date: 24 February 2025



Terms and Conditions: Continuing Education Programmes (CEP)

Article 1 - Scope of applicability

1.1 The following Terms and Conditions apply to the Agreement between the Basel Institute on Governance ("Basel Institute"), having its registered office and place of business at Steinerring 60, 4051, Basel, Switzerland, Reg-No. CH-270.7.002.858-0, and the "Contract Partner" (the individual applying for and/or participating in a continuing education programme or CEP of the Basel Institute). The Terms and Conditions are an integral part of the Agreement.

1.2 Any terms and conditions of the Contract Partner are explicitly excluded and shall not apply to this Agreement except with the Basel Institute's explicit consent.

Article 2 – Approval of the Agreement

2.1 By completing and submitting the online application form on the Basel Institute's website, the Contract Partner accepts these Terms and Conditions and thereby becomes a formal party to the Agreement.

2.2 The application submission by the Contract Partner to the Basel Institute becomes binding upon receipt by the Basel Institute as per Article 3. The Agreement takes effect once the Contract Partner has received the receipt of confirmation from the Basel Institute.

Article 3 - Applications

3.1 All applications must be submitted through the dedicated online form on the Basel Institute's website. Applications submitted in any other way will not be accepted.

Article 4 – Admission

4.1 The admission requirements are specified on the website of the Basel Institute.

4.2 The number of participants for a CEP is limited. If the number of applications exceeds the limitation of a CEP the Basel Institute has the right to select from among the applicants. Remaining non-selected applicants may be put on a waiting list. The latter applicants will be informed in writing by email by the Basel Institute and the applicant may agree or reject placement on the waiting list.

4.3 In any case, decision-making about final admission to the CEP remains at the discretion of the Study Programme Committee of each CEP.

Article 5 – Cancellation of participation or non-attendance of a CEP by a Contract Partner

5.1 Cancellations must be made in writing by email to study@baselgovernance.org.

5.2 Until four weeks prior to the start of a CEP, 100 percent of the tuition fee will be refunded. Until two weeks prior to the start of a CEP, 50 percent of the tuition fee will be invoiced/refunded. As of less than two weeks prior to the start date of the CEP, no refund is possible.

5.3 In the event of non-attendance without cancellation as per Article 5.1, the Contract Partner must pay the full tuition fee.

Article 6 – Implementation or cancellation of a CEP by the Basel Institute

6.1 The Basel Institute reserves the right to make any changes to a CEP, including but not limited to the curriculum and the selection of instructors and contributors.

6.2 The Basel Institute reserves the right to cancel a CEP, and if necessary to postpone it if the number of applicants is deemed insufficient or for other reasons that make it difficult or impossible to hold a CEP. The Basel Institute will inform the Contract Partner by email in a timely fashion in such a case.

6.3 In the case of a cancellation of a CEP, the Contract Partner is not obliged to make any payments and is released from all contractual obligations regarding the concerned CEP. If the Contract Partner has transferred the tuition fee prior to the cancellation, the Basel Institute will refund the fee to the Contract Partner.

Article 7 - Discontinuation of a CEP by a Contract Partner

7.1 A Contract Partner must inform the Basel Institute in writing by email to study@baselgovernance.org if they wish to withdraw from a CEP prematurely.

7.2 Should a Contract Partner decide to discontinue a CEP prematurely, they have no right to reimbursement of their tuition fee.

Article 8 - Liability

8.1 It is the Contract Partner's responsibility to be adequately insured for all potential (financial and other) risks in relation to the CEP. Any liability by the Basel Institute is excluded.

8.2 The Basel Institute expressly excludes any liability for damages incurred by the Contract Partner in the course of the fulfilment of the Agreement, as far as permitted by applicable law.

Article 9 - Data protection

9.1 The Basel Institute treats all personal data of a Contract Partner in strict compliance with applicable data privacy laws, ensuring privacy, security and lawful processing. For more details, you can review the Basel Institute's Data Privacy Policy available on the Basel Institute's website.

Article 10 - Copyright

10.1 All CEP teaching material is protected by copyright. Copying and any use of CEP materials outside the context of a CEP is prohibited without the prior written permission of the Basel Institute.

Article 11 - Invoicing

11.1 A Contract Partner must pay their tuition fee in Swiss francs (CHF) as indicated on the invoice to the Contract Partner.

11.2 The invoice will be sent to the Contract Partner together with the confirmation of admission to a CEP. The invoice to the Contract Partner will be addressed to the name and address of the Contract Partner as specified by the Contract Partner in their application submission to the Basel Institute. The payment period is 20 days.

11.3 All payments are to be made to the bank account of the Basel Institute as specified on the invoice to the Contract Partner.

11.4 If the Contract Partner is late with the payment, they will be sent a reminder by email. The Basel Institute reserves the right to cancel the participation of a Contract Partner (even if already approved), if the tuition fee is not paid as per Article 11.2.

Article 13 - Prices

13.1 The price for a CEP is listed on the Basel Institute's CEP web page and is valid at the time of the Contract Partner's application submission. Prices on brochures or flyers are not binding.

13.2 If the Contract Partner postpones their participation in a CEP to a later date with the agreement of the Basel Institute, then the price for the same CEP as indicated on the Basel Institute's CEP web page when applications for the later course are opened will apply.

Article 14 - Applicable law and jurisdiction

14.1 All disputes arising out of or in connection with the Agreement shall be governed by Swiss law.

14.2 The courts of the City of Basel, Switzerland shall have exclusive jurisdiction.