

## Course and payment conditions

### When signing up for a PD3 group course

When confirming these course and payment conditions, you also confirm that you, at the time of the course start, will be at B1+ level (corresponding with DU3, modul 4 or DU2, modul 5) or higher and that you are yourself responsible for signing up for the exam at an appropriate exam provider (a municipality language school) before the deadline for exam registration.

### Payment

Payment is due when you register. If your employer is paying for the course, we will issue an invoice which you will receive in an e-mail to the e-mail address which you have provided. Payment is then due as specified on the invoice.

### Annulment and refunding

In case of annulment of registration on your part earlier than two weeks before the course start date, we will refund your payment but will deduct an administration fee of 200 DKK. Hereafter, your registration is binding regardless of whether you attend the course or not. Changes in course location and teacher substitution as well as extension of course duration due to illness or the like does not entitle an annulment/refund.

### Transferring to another group

You will be able to transfer to another group, if you inform us that you wish to do so, no later than 2 weeks prior to the course start. Hereafter, your registration is binding. If you have started the course and it turns out that you not been enrolled at the appropriate level then you can, in accordance with your teacher, be transferred to a different course within the same period if there is a vacant spot in the group which you wish to join.

### Cancellation of courses

A group course requires a minimum of 6 enrolled course participants to be effectuated with the stated number of lessons. If only 4 or 5 participants have signed up, the course will be effectuated with a corresponding reduction of lessons. In the event of an insufficient number of enrolments, Danskbureauet reserve the right to cancel the course.

In the unlikely event, that we are not able to establish a scheduled group, Danskbureauet reserves the right to cancel the course. If that is the case, you will receive a full refund of the course fee.