

## University Hospital Basel – Postnatal Courses General Terms & Conditions

### Registration

Your registration for the course is binding. We will inform you as soon as the minimum number of registrations is reached and the course can be held, at the latest 10 days before the course starts.

### Fees

We will mail you an invoice, including a bank paying-in slip, around four weeks before the start of the course. The fees must be paid before you start the course.

### Cancellation

Please notify us immediately if you need to cancel the course for compelling reasons. All cancellations must be confirmed in writing by sending an email to [rueckbildung@usb.ch](mailto:rueckbildung@usb.ch).

The following guidelines apply to the timing of your cancellation:

Time of cancellation	Costs
Up to 30 days before the course starts	Administration charge only: 10% of course fees
29 to 14 days before the course starts	50% of course fees
13 days or less before the course starts	100% of course fees
Non-appearance or withdrawal from course	100% of course fees

### Cancellation for medical reasons

As long as you submit a medical certificate, you will not be liable for course fees, or you will be refunded any fees for sessions you miss. Even if cancelling the course for medical reasons, you will still have to pay an administration charge equivalent to 10% of the course fee.

### Missed sessions

Any sessions you are unable to attend for any reason cannot be repeated in another course. In this case you are not entitled to a refund of the relevant course fees.

### Cancellation of the course by University Hospital Basel

In exceptional cases the hospital may need to cancel a course due to insufficient numbers. In this case we will inform you immediately, and no later than 10 days before the course starts. Any course fees already paid will be refunded in full.

### Rescheduling

If the date or time for running the entire course has to be rescheduled beforehand for organisational reasons, you may withdraw from the course and will receive a full refund.

### Health insurance contribution

Please contact your insurance for a partial refund.

### Liability

We do not accept any liability for the private property and valuables of those attending the course.