

# General Terms and Conditions

## Luxembourg European Theatre Summer School (LEATSS asbl)

Effective as of 1st March 2024

### 1. Scope of application

Unless otherwise specified, the following Terms and Conditions apply to all teaching events organised by LEATSS asbl (hereafter LEATSS), that is, the annual residential summer school, live workshops, and online workshops.

### 2. Applications

An application must be submitted using the appropriate form on the [LEATSS website](#), before the stated registration deadline. All required data must be provided by the applicant. The applicant must confirm that they have read and accepted the General Terms and Conditions. The valid date of application is the date of completion of the application on the LEATSS website, for which an automated email confirming the date of application will be sent.

### 3. Validity of Registration

An applicant's registration becomes binding when the event specific admission requirements have been met and, in the case of the summer school, the non-refundable registration fee of €50 has successfully been received by LEATSS. This fee can be paid by credit card directly from the LEATSS website or by bank transfer. On receipt of payment, a second email will be sent, confirming registration and room type allocation and giving details and dates for payment of the remaining balance of fees.

Should the requested room type not be available, the applicant will be placed on a waiting list in order of date of application and be allocated the next available room type in order of stated preference.

### 4. Withdrawal by Applicant

An applicant has the right to withdraw from the registration process.

In case of withdrawal of an application to the summer school, the €50 registration fee will be retained by LEATSS. Any other summer school fees already paid by the applicant will be fully reimbursed, provided that formal notice, by email, of the application withdrawal is received at least two weeks prior to the start date of the summer school. For any application withdrawals received after this time, LEATSS reserves the right to withhold all or part of the applicant fees paid.

In the case of withdrawal of an application to a workshop, any fees already paid by the applicant will be fully reimbursed, provided that formal notice, by email, of the application withdrawal is

received at least two weeks prior to the start date of the workshop. For any application withdrawals received after this time, LEATSS reserves the right to withhold all or part of the applicant fees paid.

## **5. Exclusion of Participants**

LEATSS reserves full rights to exclude a participant from a teaching event under certain circumstances, e.g. non-payment of the full fees, disturbance of the event or non-compliance with operational procedures. In the event of exclusion by LEATSS, there shall be no claim to reimbursement of fees paid.

## **6. Cancellation of a teaching event**

A teaching event may be cancelled by LEATSS if the minimum number of participants is not reached by the registration deadline or in the event of other circumstances for which LEATSS is not responsible. The applicants will be notified by email and fees that have already been paid will be refunded. Any further claims are excluded.

## **7. Change of Tutor**

LEATSS reserves the right to change a tutor for a teaching event if necessary (e.g. illness or unforeseen circumstances). Should this occur before the teaching event has started, applicants will be notified by email. Should an applicant decide to withdraw, the relevant conditions mentioned in section 5 apply. Should this occur during the teaching event, participants can elect to withdraw or continue. In case of withdrawal, a partial reimbursement of fees is possible, the amount of which shall be calculated by LEATSS and shall be binding. Participants who continue with the teaching event will not be eligible for any refund. In both cases, any further claims are excluded.

## **8. Disclaimer**

LEATSS does not assume any responsibility for any loss of or damage to a participant's personal property for the full duration of a summer school or live workshop. Upon entering the teaching venue, the participant agrees to adhere to the specific house rules in place.

## **9. Travel Visa**

Applicants are solely responsible for ensuring they are in possession of all necessary travel documents.

Applicants from outside the Schengen Area of the European Union are solely responsible for finding out if they need a visa to enter Luxembourg and Belgium. (Information to this effect can be found on the Luxembourg Government website [www.guichet.lu](http://www.guichet.lu) under 'Luxembourg entry visa for third-country nationals'.) It is strongly recommended that applicants submit their visa application as early as possible due to potentially long processing times by the embassies or consulates concerned. LEATSS is in no way responsible for the issuance, acquisition and/or approval of visas.

## **10. Data Protection**

LEATSS fully respects the right to privacy and will not collect any private information without a participant's clear permission. Any information volunteered to LEATSS will be treated with strict confidentiality. Permission of participants will be sought for the publication or use of any photographs and/or videos taken during any LEATSS events. For further detail, please refer to the LEATSS Privacy Policy.

## **11. Communication**

Email is the preferred method of communication. It is assumed that applicants will regularly check their email inbox and spam folders.

Last revised 18<sup>th</sup> March 2024