



Scope

The general terms and conditions (GTC) apply in addition to the existing legal basis for the following further executive education programmes offered by the Institute of Information Management (IWI-HSG):

- Executive Diploma HSG IT Business Management
- Certificate Courses (CAS HSG): Digital Innovation and Business Transformation, Big Data and Artificial Intelligence for Managers

Registration

You can register using the online registration form on the website. The number of participants is limited and applications are considered in the order in which they are received.

Admission

The Executive Director decides on admission based on the documents submitted and, if necessary, an assessment.

Admitted persons (participants) will receive a written confirmation of admission.

Conclusion of a contract

The contract between the participants and the IWI-HSG is concluded after registration and admission with the confirmation of admission. The course fees and terms of payment published on the website at the time of registration apply.

Cancellation by the participant

In the event of cancellation of the contract by the participant, he/she shall be liable:

- a) Cancellation up to 3 months before the start of the course: 10% of the total tuition fee;
- b) Cancellation up to 1 month before the start of studies: 30% of the total tuition fee;
- c) Cancellation later than one month before the start of studies and after the start of studies: the total tuition fee.

Cancellation by IWI-HSG

The IWI-HSG reserves the right to cancel executive education programmes in cases of insufficient numbers of participants up to one month before the start of the course at the latest.

Tuition fees already paid will be refunded pro rata at the discretion of the participant or credited to continuing education courses at a later date.

Any further claims for compensation, e.g. costs for flight rebooking etc., are excluded.

Default of payment

If the tuition fee is not paid on time, the participant will be excluded from the programme until payment has been made.

The obligation to pay the entire tuition fee remains.

Regulations in case of postponements or absences on the part of IWI-HSG

The IWI-HSG reserves the right to postpone individual teaching units if it becomes impossible to carry them out (e.g. due to the absence of instructors due to illness, non-availability of rooms, etc.). The costs incurred by the participant due to postponements of individual teaching units of a continuing education course (e.g. costs for flight transfers, etc.) shall be borne by the participant.

Provisions in the event of postponements or absences on the part of the participant

Absences from classes due to military service, illness, holidays or occupational strains do not entitle the student to a refund of the tuition fee paid. Postponements of individual modules are subject to a fee as soon as they deviate from the originally agreed study plan of the participant.

**Provisions on the content of the event**

The management of the IWI-HSG reserves the right to make changes in the programme, the procedure and the organisation, including the selection of speakers.

Disciplinary

The participants and the management of the IWI-HSG will endeavour to settle possible conflicts in connection with the executive education programmes in an amicable way. If an amicable agreement is not reached and participants are subsequently excluded from the executive education programme for disciplinary reasons, the obligation to pay the entire tuition fee remains.

Insurance

The conclusion of accident or liability insurance is the responsibility of the participants.

Data protection

By registering, the participant gives his/her consent for personal data to be collected and processed electronically for the purposes of organising executive education programmes. This data will not be passed on to third parties without the express consent of the participant.

During the executive education programme, confidential information or information subject to data protection will be exchanged between participants, lecturers and other participants in connection with courses. The participant undertakes to maintain secrecy towards third parties. The obligation applies beyond the completion of the executive education programme.

Property rights

The intellectual property rights, in particular the copyrights to training documents, remain with the IWI-HSG or the speakers. Any use beyond the individual use within the scope of the executive education programme requires a separate agreement between the participant and the respective holders of the intellectual property rights.

Place of jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of Switzerland, without regard to conflicts of laws principles. The exclusive place of jurisdiction for all disputes in connection with these GTC is, to the extent permitted by law, St.Gallen, Switzerland.

For the participant(s) with present or future domicile or domicile outside Switzerland, St.Gallen shall also be the place of collection (special domicile pursuant to Article 50 paragraph 2 of the Swiss Federal Debt Collection and Bankruptcy Act (SchKG)). The IWI-HSG also reserves the right to prosecute the participants before another competent court (e.g. at their place of residence).

Validity

Should individual or several provisions of these GTC be ineffective or invalid, the validity of the remaining provisions of these GTC shall remain unaffected. The invalid or ineffective provisions shall be interpreted or replaced in such a way that they correspond as closely as possible to the intended purpose of the affected provision.

The IWI-HSG is entitled to change these GTC at any time. The version valid at the time of registration is applicable.