

# *Abjadiyya institute*

*Avenue Des Far – 1er etage, Imm. Ben Ali, Fes Tel. 05 50 12 31 97/ GSM 06 57 50 73 64  
Fax: 0535653028 info@ abjadiyya-institute.com www.abjadiyya-institute.com*

---

## **Terms & Conditions of Enrollment**

### **1. General Requirements**

Course participants must be at least 18 years of age.

### **2. Participation / Enrollment confirmation**

2.1. After enrolling in the course, the participant is sent by Abjadiyya Institute confirmation of enrolment in the selected course and the accommodation booking. With receipt of the enrolment confirmation by the participant, the contract takes effect.

2.2. An invoice is forwarded with the enrollment confirmation, informing the participant of the payable course fees, which include all services (instruction, accommodation), indicating the payment deadline and the participant number.

2.3. In principle, participants have a right to cancel. More information on the right to cancel is provided in the notice on the right to cancel at the end of the Terms and Conditions.

### **3. Prices and terms of payment**

3.1. The price list for courses and accommodation in effect at the time of enrollment is an integral part of the contract. Please refer to Studies Program page, section **Calendar & Costs**.

3.2. The course fee is payable in full to the Abjadiyya Institute at the payment deadline shown in the invoice. The payment date is defined as the date at which the payment is credited to the Abjadiyya Institute account specified in the enrollment confirmation. The money transfer must indicate the course participant number.

3.3. All bank charges related to the payment of the course fee shall be borne by the course participant.

3.4. If Abjadiyya Institute does not receive full payment of the course fees by the due date, the participant will no longer be entitled to the services booked. In this case the Abjadiyya Institute is entitled to make the services available to other interested parties.

3.5. In case of non-attendance at the booked course, delayed arrival, early departure or withdrawal from a course, or any other absences (e.g. illness), there is no claim to reimbursement of the course fees.

### **4. Cancellation**

4.1. The course participant can cancel the course booking subject to the following conditions.

- In case of cancellation no later than 4 weeks prior to the start of the course, the Abjadiyya Institute will withhold an administrative fee equal to 10%.
- In case of cancellation no later than 1 week prior to the start of the course, Abjadiyya Institute will withhold an amount equal to 30% of the course fee.
- In case of cancellation no later than 1 day prior to the start of the course, Abjadiyya Institute will withhold an amount equal to 50% of the course fee.
- In case of withdrawal after the start of the course, Abjadiyya Institute will withhold 100% of the course fee.

The course participant may submit evidence to show that it would be appropriate for a lesser amount to be withheld in an individual case.

4.2. The course participant can cancel accommodation arrangements free of charge up to 4 weeks before the start of the course. Cancellation at a later date is not possible.

4.3. The cancellation must be submitted by e-mail to: [info@abjadiyya-institute.com](mailto:info@abjadiyya-institute.com)

4.4. The cancellation date is defined as the date of receipt of the cancellation declaration at [info@abjadiyya-institute.com](mailto:info@abjadiyya-institute.com)

## **5. Changes to course bookings**

In exceptional cases participants may change the services booked (e.g. the course date) in consultation with the Abjadiyya Institute (please write an e-mail to: [info@abjadiyya-institute.com](mailto:info@abjadiyya-institute.com)).

## **7. Class size and Accommodation**

7.1. In all courses, the maximum class size is 9.

7.2. On request, the Abjadiyya Institute offers accommodation for rent. Any request for the booking of accommodation must be indicated when enrolling.

7.3. The course participant is responsible for exercising due care in the accommodation and keeping it clean during the rental period. At the end of the rental period, the accommodation must be left in a clean and tidy state. And any violation of the landlord's house rules will result in termination of the rental agreement without notice with no claim to replacement accommodation or reimbursement of rent paid.

7.4. Guests of the course participant are permitted to stay overnight only with the express permission of the Abjadiyya Institute (additional costs are foreseen, please contact us for more information: [info@abjadiyya-institute.com](mailto:info@abjadiyya-institute.com)).

## **8. Responsibilities of participants**

8.1. It is the responsibility of the course participant to ensure at his/her own expense that his/her stay in Morocco is in compliance with the law and that he/she is in possession of any required entry permit, residence permit or visa.

8.2. It is the sole responsibility of the course participant to take out health insurance and accident, liability and personal property insurance. Abjadiyya Institute assumes no liability in this area.

8.3. Participants are obliged to comply with the course rules applicable to the Abjadiyya Institute.

## **9. Liability of the Abjadiyya Institute**

9.1. Abjadiyya Institute is subject to liability – regardless of the legal cause – only in case of gross negligence or intent.

9.2. Abjadiyya Institute is also liable in case of ordinary negligence in case of damage resulting in death, injury or harm to health as well as damages for the culpable violation of a material contractual violation.

9.3. Any other contractual or tort claims of the course participant are explicitly precluded.

## **10. Force majeure**

Neither Abjadiyya Institute nor its employees are liable for non-performance of contractual obligations or damages to the extent that they are caused by force majeure, in particular fire, water, storm or other natural events, explosion, strike, war, civil unrest or other reasons outside the sphere of responsibility/influence of the Abjadiyya Institute .

## **11. Privacy protection**

Abjadiyya Institute collects, processes and uses the personal data of the course participant both for the purpose of fulfilling the contract signed with the course participant and as permitted by law and under the terms of any signed declaration of consent in compliance with privacy protection laws. For further details see the separate privacy declaration to which we hereby explicitly refer.

## **12. Applicable law**

These terms and conditions and all legal relations between the Abjadiyya Institute and the course participant are subject to the laws of the Royaume du Maroc. The place of jurisdiction is Rabat, Morocco.

## **13. Severance clause**

Should sections or individual formulations in these terms and conditions prove invalid or ineffective, this shall have no effect on the remaining sections and their validity. The ineffective provision shall be replaced by the legally admissible provision that most closely approximates the content and economic effect of the ineffective provision.

## **Notice of right to cancel**

Participants have a right to cancel in accordance with the following conditions.

### **Right to cancel**

You have the right to cancel this contract at anytime before 4 weeks prior to the start of the course (see Section 4 above).

To exercise your right to cancel, you must send a clear declaration to us at:

Email: [info@abjadiyya-institute.com](mailto:info@abjadiyya-institute.com)

### **Consequences of cancellation**

If you cancel this contract, we are required to reimburse all payments that we have received to you, including delivery costs (with the exception of additional costs resulting from your selection of a delivery option other than the cheapest standard delivery option offered by us) without delay and no later than 15 days from the date on which we receive notification of your cancellation of this contract. For the reimbursement we use the same means of payment as in the original transaction unless we have expressly agreed to other arrangements with you. You will not be charged fees for this reimbursement under any circumstances.

If the delivery of services begins at your request during the cancellation period, you are required to pay us an appropriate amount corresponding to the portion of the services provided during the cancellation period as a percentage of the total contractually agreed services (see above section 4).