

General Information

REGISTRATION AND CONFIRMATION

You can register via mail, fax, our website or e-mail. Once you have registered, you receive written confirmation including detailed information on the seminar location, directions, hotel accommodations, and an invoice for the program fees. We notify you immediately, if the program is fully booked. Upon completion of the program, participants receive a certificate of attendance.

Please note that the program curriculum, instructors and hotels are subject to change and amendment.

CHANGE OF REGISTRATION

If you need to change your registration, please notify us at least 6 weeks before the program starts. A change of registration entails fees of Euro 200.–. In some rare circumstances, a program or parts of a program may have to be postponed or modified. We will notify you immediately to ensure that you can attend an alternative program with similar content.

CANCELLATION

You may cancel your registration without charge 4 months before the program starts. Between 4 months and 6 weeks before the start date, you will be reimbursed 40% of the program's fees. For cancellations within 6 weeks of the program start date, the full program fees will be charged. You can arrange to have someone take your place up to 3 days prior to the program start date.

PROGRAM FEES

Program fees for our seminars include the instructors' fees and educational materials associated with the program (V.A.T. is not included). Accommodation and meals are not included. If only parts of a program are attended, missed parts may not be made up. The program fees for our master's and diploma programs include all the required courses, seminars and seminar documentation. Payment is accepted in either Euros, Swiss Francs or US Dollars.

ACCOMMODATION AND MEALS

Our programs are held in high-quality hotels and seminar centers. Participants are not obligated to stay at the seminar hotel. However, Boston Business School customarily negotiates a special room rate with the seminar hotel. Unless it's included in the accommodation rate, participants will incur an additional daily seminar service fee for mineral water, coffee, etc. For rooms at the seminar hotel, participants make their own reservations based on instructions provided by Boston Business School, and pay the hotel bill on the final day of the seminar.

INSURANCE AND DISCLAIMER

Boston Business School does not offer insurance to participants. Therefore, participants must carry their own insurance policies to protect them from damages due to accidents, disease, theft, and so on. Boston Business School cannot be held liable for such damages. Terms, conditions, and course content are subject to change, and/or amendment.

Registration Form

I wish to participate in the following program:

Please complete and print this registration form and mail or fax it to:

Address: Boston Business School
Klausstrasse 43
CH-8008 Zurich
Switzerland

Internet: www.bostonprograms.com
E-mail: info@bostonprograms.com
Fax: **+41 (0)43 499 40 21**

Name of Program

Program Number

Program Dates

Prefix Ms. Mr.

Title

Last Name

First Name

Birthday

Company/Organization

Street, P.O. Box

Postal Code, City, Country

Position (optional)

Industry (optional)

Number of Employees (opt.) under 200 between 200 and 1000 over 1000

E-mail

Telephone

Fax

Signature

Date