

# Registration Regulations for telc Exams

## 1. Scope

Diese Anmeldebedingungen gelten für sämtliche Anmeldungen zu telc-Prüfungen beim Bildungskolleg Schumann. Diese umfassen alle Anmeldungen vor Ort, per E-Mail, per Post, per Fax sowie über die Webseite. Mit der Abgabe der Anmeldung erkennen die Teilnehmenden diese Regelungen als verbindlich an.

## 2. Registration

Registration for a telc exam can be done in person on-site, in writing by email, mail, fax, or via the Bildungskolleg Schumann website.

Registration is binding.

## 3. Personal Information

The person registering is obligated to provide all personal information completely and truthfully. First and last names must exactly match the information in a valid official identification document. Incorrect information may result in the inability to take the exam or the issuance of a certificate.

Changes to personal data after registration must be reported to Bildungskolleg Schumann immediately.

## 4. Registration Deadlines

Registrations for an examination date must be received no later than 15 days before the desired examination date. The date of receipt of the registration by Bildungskolleg Schumann is decisive.

There is no entitlement to admission after the deadline.

## 5. Examination Fees and Payment

The applicable examination fee must be paid upon registration. The amount of the fee depends on the respective examination format and the prices of Bildungskolleg Schumann in effect at the time of registration.

The examination fee is generally invoiced. It must be paid in full within the specified payment period. Payment of the examination fee must be made no later than the day of the examination.

If payment is not received by the deadline, Bildungskolleg Schumann may reject or cancel the registration.

## 6. Confirmation of Registration

After receipt of the registration, the applicant will receive a confirmation of registration. This may be sent in writing or electronically.

The invitation to the examination, with the exact details of the date, time, and location, will be sent separately.

## 7. Withdrawal and Cancellation by Participants

Withdrawal from registration must be declared in writing to Bildungskolleg Schumann. The date of receipt of the withdrawal notice is decisive.

The following regulations apply:

- A processing fee of €20 may be charged for withdrawals before the end of the registration period.
- A refund of the examination fee is generally excluded for withdrawals after the registration period.
- There is no entitlement to a refund for non-attendance on the examination day.
- There is no entitlement to a refund for non-attendance due to illness, even with a doctor's certificate.

A refund of the examination fee is generally excluded.

In case of illness, rescheduling to a later examination date is only possible with a doctor's certificate. The certificate must be submitted to Bildungskolleg Schumann no later than the day after the examination; it can be submitted digitally or in original form. There is no entitlement to a specific alternative date.

## 8. Rescheduling

Rescheduling to a different exam date or to a different telc exam is only possible upon written request and subject to availability. There is no entitlement to rescheduling. Bildungskolleg Schumann may charge a rescheduling fee.

## 9. Admission and Proof of Identity

Admission to the exam is granted only if all registration requirements are met.

On the day of the exam, a valid official photo ID must be presented. Participation in the exam is not permitted without valid proof of identity.

## 10. Exclusion from the Exam

Bildungskolleg Schumann is entitled to exclude participants from the exam if:

- incorrect or incomplete information was provided during registration,
- the exam fee has not been paid in full,

- the identity cannot be verified beyond doubt,
- or the applicable exam regulations or the instructions of the exam invigilator are violated.

In these cases, there is generally no entitlement to a refund of the exam fee.

## **11. Changes, Postponement, or Cancellation of Examination Dates**

The Schumann Education College reserves the right to change, postpone, or cancel examination dates for important reasons. Important reasons may include, in particular, the illness of examiners, technical or organizational disruptions, official orders, or force majeure.

In such cases, examination fees already paid will be refunded or credited toward a rescheduled examination date at the Schumann Education College's discretion, provided that no mandatory legal provisions preclude this.

Further claims are excluded to the extent permitted by law.

## **12. Data Protection**

The personal data collected during registration will be processed exclusively for the purpose of organizing, conducting, and administering the telc examinations.

To the extent necessary for administering the examination and issuing certificates, data may be transferred to telc gGmbH or to bodies commissioned with the administration. Otherwise, the data protection regulations of Bildungskolleg Schumann apply.

## **13. Liability**

Participation in the examination and attendance on the premises of Bildungskolleg Schumann are at the participant's own risk.

Participants are responsible for obtaining their own health, accident, and liability insurance.

Bildungskolleg Schumann accepts no liability for damages or losses to the extent permitted by law. This applies in particular to personal belongings, clothing, valuables, bags, documents, and other personal items brought to the premises by participants. No liability is assumed for lost, damaged, or stolen items.

## **14. Acceptance of the Regulations**

By registering for the examination, the applicant agrees to the registration regulations of the Schumann Education College and to the currently applicable telc examination regulations. These regulations are a binding part of the examination registration.

## **15. Final Provisions**

The current version of these registration regulations applies. Should any provision of these regulations be or become wholly or partially invalid, the validity of the remaining provisions shall remain unaffected.