

# REGISTRATION

## Digital Transformation Programme

(Language: English)

### DATES

Module 1:	29 January 2025 (Wed.) online	Module 4:	21 February 2025 (Fri.) online
Module 2:	30 January 2025 (Wed.) online	Module 5:	07 March 2025 (Fri.) online
Module 3:	07 February 2025 (Fri.) online		

### PERSONAL DATA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Ms.	Mr.	Title	Date of Birth (DD/MM/YYYY)
<input type="text"/>			<input type="text"/>
First name			Last name
<input type="text"/>			<input type="text"/>
Address			ZIP Code, City/Country
<input type="text"/>			<input type="text"/>
Phone number (country code, area code, phone number)			E-Mail**
<input type="text"/>			<input type="text"/>
Company/Employer			Position / employed since

\*\*Please provide an e-mail address for personal communication and for sending course materials, appointment invitations and the certificate. Appointments are sent via a collective mailing list so that other course participants can see your e-mail address.

### TUITION FEES

I hereby bindingly register for the Digital Transformation certificate programme:

- Regular participants (Programme fee € 4,950.00)
- Alumni (10% discount)
- Code (please enter corresponding discount code):

The fees include course attendance and comprehensive seminar materials. The price does not include accomodation and travel costs that may arise.


## ADDITIONAL INFORMATION

### How did you become aware of the programme?

- I completed a different programme at UCBS
- Social Media
- Recommendation
- Internet search (for example Google)
- InsurLab/ other corporate partners
- Other:

## BILLING ADDRESS

If different from the above address:

<input type="text"/>	
Company	<input type="text"/>
<input type="text"/>	Contact person
Department	<input type="text"/>
<input type="text"/>	ZIP Code, City/Country
Address	<input type="text"/>
<input type="text"/>	E-Mail
Phone number (country code, area code, phone number)	
<input type="text"/>	Signature of contact person
Date (DD/MM/YYYY)	

## CONSENT FORM

By signing this registration form, I bindingly register for the programme and accept the general terms and conditions (GTC). These include the processing of personal data (see paragraph 5 of the GTC) in accordance with the guidelines of the GDPR as well as the payment and cancellation conditions.

<input type="text"/>	
Location, Date (DD/MM/YYYY)	Signature of participant

Thank you for sending the signed registration form via Email to [ucbs-exe-edu@uni-koeln.de](mailto:ucbs-exe-edu@uni-koeln.de) You will receive detailed programme information and an invoice for the tuition fees with your registration confirmation.

## General Terms and Conditions (GTC) Certificate programmes

### (1) Certificate of Participation

Participants receive a certificate of completion if they take part in the entire programme and a certificate of participation if they successfully completed single courses and paid the full course fee. The certificates are sent in digital form. A certificate can be sent as hard copy upon request.

### (2) Online Lessons

By registering and signing the registration form, participants agree that the seminars/programme planned in presence can also be carried out virtually/ via webcam if this is necessary for reasons of force majeure (e.g. natural disasters or disease epidemics), or when seminars have to be canceled due to restrictions by the Authorities or can not take place on site due to health risks.

### (3) Cancellation of the Programme/Seminars

If a seminar or programme can not take place due to a low number of participants or other compelling reasons (e.g. illness of the lecturer), the participants will be refunded the full course fee. Any additional costs (e.g. cancellations costs for hotels already booked or travel costs) will not be refunded.

### (4) Postponement of the Programme/Seminars

UCBS reserves the right to postpone the dates of programmes/seminars for compelling reasons (e.g. illness of the lecturer). If participants are unable to attend the new date(s), the course fees will be refunded. The course fees will not be refunded if the participant is unable to attend the booked programme/seminar for reasons he/she is responsible for.

### (5) Data Protection

The personal data specified in the registration form, in particular name, e-mail address, phone number are required solely for the purpose of carrying out the resulting contractual relationship and are collected on the basis of Art. 6 Para. 1b) GDPR. This data is stored on the UCBS server and can only be viewed by authorised persons. This data is used exclusively for internal organizational purposes and to send information about UCBS's programme offerings. The sending of information about the UCBS programme offerings can be revoked at any time. The personal data will under no circumstances be passed on to third parties. Any further data collection will only take place with your consent.

### (6) Use of Photo and Video Material

By registering and signing the registration form, participants agree and authorise UCBS and all persons acting on their authority to use, reproduce, duplicate and publish photo and video material taken from participants during seminars and events for editorial, commercial and marketing purposes. These activities include flyers, brochures, online and offline advertisements/ posts on social media (e.g. Facebook, Xing, LinkedIn) and display material used at trade fairs and university events (e.g. roll-ups and posters). The photo and video usage rights bound to this contract include any reproduction, distribution and publication and exist without a time limit. The right to use the photo and video material can be revoked by the participant at any time with future effect.

### (7) Payment and Cancellation Conditions

The programme or seminar fee is due within 14 days after receipt of the invoice. Payments must be made to the UCBS account (IBAN: DE43370502990000447003 | BIC: COKSDE33XXX | Bank: Kreissparkasse Köln). Registration cancellations must be made in text form. If a programme or seminar can not be attended and it is not possible to find a replacement, the following cancellation regulations apply: Withdrawal up to eight weeks (56 calendar days) before the start of the programme/seminar is free of charge. For cancellation received up to four weeks (28 calendar days) before the start of the programme/seminar, 25% of the course fee is due; if cancellation is received between four and two weeks in advance (14 calendar days) 50% of the course fee is due; if cancellation is received later, the full course fee must be paid. If replacement participants should be suggested, please contact us in time.