KIK-IRPA Training Courses

General Terms and Conditions

1. Scope

These general terms and conditions apply to all training courses, study days, workshops, seminars and other educational activities organised by the Royal Institute for Cultural Heritage (KIK-IRPA).

By registering for a training course, participants declare that they have read and agree to these general terms and conditions.

Additional conditions or specific practical arrangements may apply to individual training courses. Any such conditions or arrangements will be communicated at the time of registration.

2. Registration

Registration must be completed using the registration form or platform provided by KIK-IRPA.

Registration shall become binding once the participant has received confirmation of registration, unless otherwise stated.

KIK-IRPA reserves the right to refuse a registration if the maximum number of participants has been reached, if the participant does not meet the required prior knowledge criteria or does not belong to the intended target audience, or for other organisational or content-related reasons.

If a training course is fully booked, participants may be placed on a waiting list. Should a place become available, those on the waiting list will be contacted in accordance with the procedure applied by KIK-IRPA.

3. Minimum and Maximum Number of Participants

A minimum and/or maximum number of participants may be set for each training course.

KIK-IRPA reserves the right to cancel a training course if the required minimum number of participants is not reached. In such cases, participants will be informed as soon as possible, and any registration fees already paid shall be refunded in full.

Once the maximum number of participants has been reached, further registrations may be refused or applicants may be placed on a waiting list.

4. Registration Fees and Payment Terms

The registration fee is indicated in the course description and/or at the time of registration.

The registration fee covers only those services and items expressly specified in the course information. Travel, parking, accommodation and other personal expenses are not included, unless otherwise stated.

Payment must be made in accordance with the payment instructions provided by KIK-IRPA and within the specified payment period.

In the event of late payment, KIK-IRPA reserves the right to cancel the registration if the outstanding amount is not received within the specified payment period.

5. Cancellation, Inability to Attend and No-show by the Participant

5.1. Binding Registration

All registrations for training courses are final and binding, subject to the cancellation provisions set out in these general terms and conditions.

5.2. Cancellation Without Charge

Cancellation without charge is only possible up to **21 calendar days before the start of the training course**.

If a participant cancels their registration after this deadline or fails to attend the training course without prior notice (no-show), the full registration fee shall remain payable.

5.3. Inability to Attend for Medical Reasons

A participant who is unable to attend the training course for medical reasons may be exempted from the obligation to pay the registration fee, provided that:

- the participant notifies KIK-IRPA as soon as possible;
- a valid medical certificate is provided to KIK-IRPA no later than five working days after the date on which the training course was scheduled to take place.

For this purpose, KIK-IRPA shall process only the personal data necessary to assess the request for cancellation.

5.4. Replacement of a Participant

In the event of unforeseen circumstances preventing a participant from attending, they may be replaced by a colleague from the same organisation, provided that KIK-IRPA is notified in advance.

Any replacement must be approved in advance by KIK-IRPA. KIK-IRPA reserves the right to refuse a replacement where necessary for organisational, content-related or safety reasons, or on other legitimate grounds.

The original participant shall remain responsible for any administrative consequences arising from the replacement until the replacement has been formally confirmed by KIK-IRPA.

5.5. Exceptional Circumstances

KIK-IRPA reserves the right to waive the application of, or make exceptions to, the above provisions in exceptional and duly justified circumstances. Any such decision shall not constitute a precedent for other cases.

6. Cancellation, Rescheduling and Changes by KIK-IRPA

6.1. Cancellation

KIK-IRPA reserves the right to cancel a training course where circumstances so require, including, but not limited to, the following:

- illness or unforeseen absence of the trainer;
- an insufficient number of registrations;
- issues relating to the scheduled venue;
- technical or organisational problems;
- safety concerns;
- force majeure;
- any other circumstances that prevent the training course from taking place under appropriate conditions.

KIK-IRPA will inform participants of any such cancellation as soon as possible.

6.2. Rescheduling

KIK-IRPA reserves the right to change the date or venue of a training course where necessary or justified by organisational requirements.

In such cases, any registration fees already paid shall be transferred to the rescheduled training course.

If a participant is unable to attend the rescheduled training course, they shall be entitled to cancel their registration free of charge and receive a full refund of any registration fees already paid.

6.3. Definitive Cancellation

If a training course is definitively cancelled and no alternative date is offered, any registration fees already paid shall be refunded in full.

6.4. Changes to the Programme, Trainer or Venue

KIK-IRPA reserves the right to make changes to the trainer, venue, schedule or individual components of the programme where necessary for organisational reasons.

KIK-IRPA shall endeavour to inform participants of any such changes as soon as reasonably practicable.

Such changes will not automatically entitle participants to a refund, provided that the training course remains substantially as originally advertised.

6.5. Limitation of Liability

In the event of cancellation, rescheduling or changes resulting from circumstances beyond KIK-IRPA's reasonable control, KIK-IRPA shall not, to the extent permitted by applicable law, be held liable for any indirect loss or damage or for any additional costs incurred by participants, including travel, parking and accommodation costs.

7. Practical Arrangements

Practical information relating to the training course, including the date, timetable, venue, directions, any required prior knowledge and any materials to be brought by participants, will be communicated to participants in advance using the email address provided at the time of registration.

Participants are responsible for reviewing this information in good time and complying with any practical instructions provided.

Participants are requested to arrive on time.

KIK-IRPA reserves the right to refuse admission to any participant who arrives late, or to exclude any participant whose behaviour disrupts the proper conduct of the training course, compromises safety or interferes with its organisation.

In such cases, the registration fee remains payable.

8. Attendance and Certificate of Participation

Where a certificate of participation is issued, it shall only be issued to participants who have attended the training course and, where applicable, fulfilled the applicable attendance requirements.

KIK-IRPA shall determine, for each training course, whether a certificate of participation will be issued and, if so, the conditions under which it will be issued.

A certificate of participation confirms attendance at the training course only and does not constitute recognition of any specific professional qualifications, unless expressly stated otherwise.

9. Course Materials and Intellectual Property

Any course materials provided during the training course, including presentations, texts, images, diagrams, documentation and other teaching materials, are intended solely for the participant's personal or professional use, subject to the limitations imposed by applicable law.

Such materials may not be reproduced, distributed, communicated to the public, used for commercial purposes or made available to third parties without the prior authorisation of the relevant rights holder.

Participation in a training course shall not entail the transfer or assignment of any copyright or other intellectual property rights.

Separate copyright, reproduction or usage restrictions may apply to images, reproductions, research data and other materials used during a training course.

Participants shall be responsible for complying with these rights and restrictions when making any subsequent use of the materials.

10. Photographs, Video and Audio Recordings

Photographs or other recordings may be made during training courses for KIK-IRPA's documentation, reporting, communication or promotional purposes.

Where photographs, video or audio recordings are to be made during a training course, participants shall be informed in advance.

KIK-IRPA shall process such images and recordings in accordance with applicable privacy and data protection legislation.

Participants who do not wish to be identifiable in photographs or recordings may inform KIK-IRPA accordingly, so that reasonable measures can be taken to accommodate their request.

Participants shall not make audio or audiovisual recordings of, or distribute recordings of, entire training courses, lectures or other educational activities without the prior authorisation of KIK-IRPA and/or the trainer concerned, as applicable.

11. Conduct, Safety and Use of Facilities

All participants shall behave respectfully towards other participants, trainers, staff members and visitors.

Discriminatory, intimidating, threatening or otherwise inappropriate behaviour will not be tolerated.

Participants must comply with the safety regulations and practical instructions issued by KIK-IRPA and by the venue where the training course takes place.

Participants are liable for any damage caused by them, intentionally or through negligence, to buildings, facilities, equipment, works of art, research objects or any other property belonging to KIK-IRPA or third parties.

KIK-IRPA may exclude any participant from further participation if their conduct seriously compromises safety or disrupts the proper conduct of the training course. In such cases, no automatic entitlement to a refund shall arise.

12. Accessibility and Specific Requirements

KIK-IRPA endeavours to make its training courses as accessible as possible.

Participants with specific accessibility, mobility or dietary requirements, or who need other forms of practical assistance, may inform KIK-IRPA at the time of registration or as soon as possible thereafter.

KIK-IRPA shall consider what reasonable adjustments can be made, taking into account practical and organisational constraints.

13. Liability

KIK-IRPA endeavours to organise its training courses with due care and professionalism.

To the extent permitted by applicable law, KIK-IRPA shall not be held liable for:

- the loss of, theft of or damage to participants' personal belongings;
- any damage resulting from inaccurate or incomplete information provided by a participant;
- any indirect or consequential loss or damage;
- any additional travel, accommodation or other costs arising from changes to or cancellations of a training course as referred to in these General Terms and Conditions.

Nothing in these General Terms and Conditions shall exclude or limit any liability that cannot be excluded or limited under applicable law.

14. Personal Data and Privacy

KIK-IRPA shall process participants' personal data solely for purposes relating to the organisation and administration of training courses, including registration, communication, invoicing, attendance management and the issuing of certificates of participation.

Personal data are processed in accordance with applicable data protection legislation, including Regulation (EU) 2016/679 (General Data Protection Regulation (GDPR)).

Further information on the processing of personal data and on the rights of data subjects is available in KIK-IRPA's Privacy Policy.

Participants' personal data shall not be processed for purposes other than those for which they were originally collected, unless such further processing is permitted under applicable data protection legislation.

15. Communication

Participants are responsible for providing accurate and up-to-date contact details at the time of registration.

KIK-IRPA shall use these contact details to communicate practical information, notifications of changes or cancellations, and any other information necessary in connection with the training course.

Participants shall ensure that they are able to receive communications from KIK-IRPA in a timely manner.

16. Complaints and Feedback

Any questions, comments or complaints concerning a training course may be addressed to KIK-IRPA as soon as possible and, preferably, in writing.

KIK-IRPA shall endeavour to handle complaints with due care and within a reasonable timeframe.

Submitting a complaint does not automatically suspend the participant's payment obligations.

17. Amendments to the General Terms and Conditions

KIK-IRPA reserves the right to amend these General Terms and Conditions where necessary, including in response to changes in its organisation, applicable legislation or the services it provides.

As a general rule, the version of these General Terms and Conditions applicable to a registration shall be the version communicated to the participant at the time of registration, without prejudice to any amendments required by mandatory provisions of applicable law.

Any amendments shall not apply retroactively to registrations already confirmed, unless required by mandatory provisions of applicable law.

18. Governing Law

These General Terms and Conditions are governed by and construed in accordance with Belgian law.

Any disputes arising out of or in connection with these General Terms and Conditions shall be submitted to the competent courts of Belgium, subject to the applicable rules on jurisdiction.

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