

公开培训课报名须知 Notes for Public Course Registration

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下列内容适用于由我司主办和提供的公开培训课程。如果您报名的是由我司合作伙伴主办的公开培训课，请关注该合作伙伴的报名须知。

The following content applies to public training courses hosted and provided by our company. If you are registering for a public training course hosted by our co-operation partner, please pay attention to the registration instructions of the partner.

1. 报名渠道、报名确认和开班确认 | Registration Channel, Registration Confirmation, and Course Kickoff Confirmation

请使用[我司官网所示报名渠道](#)进行报名。报名学员将最晚在完成网上报名后的第二个工作日收到我司发出的“报名确认”邮件，确认学员提供的报名信息以及应付的培训费，并在邮件附件中收到相应的付款通知单/发票。

报名学员还将在开班前第三个工作日收到“开班确认”邮件，获得培训场地的具体信息和其他细节。如果培训课设有“网上课堂”的，那么学员将在“开班确认”邮件中获得用户名和密码，网上课堂在开班 30 天后关闭。

Please use the [registration channels shown in our official website](#) for enrolment. Students who have submitted the online registration form successfully will receive a "**Registration Confirmation**" email from us on the second working day after the submission at the latest. This email will confirm the registration information provided by the students and the training fees to be paid. In the attachment of this email, the students will receive the corresponding **Payment Advice / Invoice**.

Registered students will receive a "**Course Kickoff Confirmation**" email at least three working days before the course starts and will get specific information about the training venue and other details. For courses with "**Online Classroom**", students will get **Username and Password** in this email. Online classroom will be closed 30 calendar days after the course starts.

2. 最低开班人数和每班人数上限 Minimum Number and Maximum Number of Course Participants

线下公开课最低学员数原则上不低于 6 位，最多不超过 25 位。线上网课最低学员数不低于 4 位，最多不超过 20 位。假使报名人数低于最低人数，培训师将视具体情况灵活决定是否依然开班。如果报名人数超过开班人数上限，培训师或将根据学员报名时间的先后顺序限制开班人数。

In principle, the minimum number of students for an offline public course is not less than 6, and the maximum number is not more than 25. The minimum number of students for an online course is not less than 4, and the maximum number is not more than 20. If the number of applicants for a class is lower than the minimum number, the trainer will flexibly decide whether to open the class based on the specific situation. If the number of applicants exceeds the upper limit of the class, the trainer may limit the number of students in the class according to the order of the students' registration time.

3. 培训费用 | Training Costs

公开课开班计划和价目表中所显示的**培训价格**，是税前价格，涵盖下列服务：

- 培训师提供的培训服务
- 用开班语言提供的培训资料
- 培训场地和相关培训设备
- 线下培训课的培训费还涵盖每天的午餐和两次茶歇

与线下培训相关的所有差旅费用由学员自己承担。

所有公开课的**培训价格**皆以欧元和人民币两种货币单位计价。

我司**付款通知单/发票**将显示学员必须支付的培训价格以及增值税或其他税负支出。由于我司是在德国注册的公司，开票遵循德国税法。根据德国增值税法，在德国境内提供线下或线上的培训课，那么

- 德国本地学员将需要支付 19%的德国增值税。
- 德国以外的其他欧盟国家的学员适用“反向付税”程序，我方发出的付款通知单/发票上将不显示增值税金额。
- 所有其他国家或地区的学员在收到的付款通知单/发票上也将看不到增值税金额，但这些学员或许有义务自行支付相关国家或地区的进口增值税或其他税负。请您联系所在国家或地区当地的税务顾问咨询相关细节。

All **course prices** listed in our latest public course schedule and price list are net price before VAT or other taxes and cover following services:

- Training services provided by the trainer
- Training materials in the language of the seminar
- Training room and the relevant equipment
- Training fee of offline course also covers lunch and two tea/coffee breaks on each course day.

All travel expenses related to offline training are born by the students themselves

All **course prices** are quoted in two currencies: Euro and RMB.

Since our company is registered in Germany, our invoicing practice follows **German tax law**. According to the German VAT law, for our offline or online training courses provided in Germany,

- Students in Germany will need to pay 19% German VAT.
- Students from other EU countries outside Germany are subject to the “Reverse Charge” procedure, so that we will not show any VAT amount on the payment notice/invoice.
- Students from all other countries/regions will not see any VAT amount on the payment notice/invoice but may have to pay Import VAT or other duties of the relevant countries/regions by themselves. Please contact your local tax advisor for details and consultation.

4. 培训费的缴纳 | Training Fee Payment

除非有其他约定，报名学员应最晚在开班前第三个工作日，选择下列支付渠道支付应付的培训费：

渠道 1：银行转账

请通过您所在公司或者您个人的银行账号向我司银行账号转账支付培训费：

收款人名称： Corporate Performance One GmbH
银行名称： FINOM PAYMENTS
国际银行账号编码（IBAN）： DE16 1001 8000 0254 4389 09
SWIFT 编码/银行识别码 (BIC): FNOMDEB2

请在备注栏中提供您的姓名以及您收到的我司付款通知单/发票的编号。

渠道 2: 支付宝支付

如果您手机上拥有支付宝 App, 那么您可以用手机支付宝 App 扫描下列支付宝二维码付款, 请务必点击“添加备注”按钮提供您的姓名以及您收到的我司付款通知单/发票编号。



Unless otherwise agreed, participants should pay the training fee payable by the following payment channels no later than the third working day before the start of the course:

Channel 1: Bank transfer

Please pay the training fee by transferring the amount to our bank account through your company or your personal bank account:

Beneficiary Name:	Corporate Performance One GmbH
Bank Name:	FINOM PAYMENTS
IBAN:	DE16 1001 8000 0254 4389 09
SWIFT Code/Bank Identifier (BIC):	FNOMDEB2

Please provide your name and the number of the payment advice/invoice you received from us in your payment remark.

Channel 2: Alipay payment

If you have the Alipay app on your mobile phone, you can use the Alipay app to scan the following Alipay QR code to pay. Please do not forget to click on the "Add Notes" button and provide your name and the payment advice/invoice number you received from us.



5. 报名取消规定 | Cancellation Policy

如果您想取消报名，请注意下列规定：

- 如果您在计划开班日期前 10 个工作日或者更早取消报名，那么您无需承担任何费用。
- 如果在计划开班日期前 10 至 5 个工作日内（含第 5 个工作日）取消报名，我们将向您收取原定应收培训费的 50% 作为取消报名费
- 如果在计划开班日期前不满 5 个工作日内取消报名，我们将向您收取原定应收培训费的 80% 作为取消报名费。
- 如果您委派其他同事代替您来参加培训，那么您无需支付取消报名费。

如果培训课由于我方原因被迫取消，我们最晚会在原定开班日期前第 3 个工作日通知您。您可以选择要求参加我方下一个或其他公开研讨班，或者要求我们立即全额退回您已经支付的培训费。

If you wish to cancel your course registration, please note the following:

- If you cancel your registration 10 working days or more before the scheduled start date, you will not be liable for any fees.
- If you cancel your registration between 10 and 5 working days before the scheduled start date, we will charge you 50% of the original training fee as a cancellation fee
- If you cancel your registration less than 5 working days before the scheduled start date, we will charge you 80% of the original training fee as a cancellation fee.
- If you appoint another colleague to attend the training on your behalf, we will not charge any cancellation fee.

If the course must be cancelled due to our reasons, we will notify you at least three working days before the original scheduled start date. You may choose to request attendance at the next or alternative public course provided by us or ask us to immediately refund the full amount of the training fee you have paid.

***** 结束 | End *****