

### § 1 Scope of application

The present General Terms and Conditions of Business of European Actuarial Academy GmbH, Hohenstaufenring 47 – 51, 50674 Cologne, Germany (hereinafter referred to as "EAA") shall apply to all services within the framework of the EAA examinations that must be taken order to obtain the *EAA Certificate in Actuarial Data Science* (hereinafter referred to as "EAA examinations").

### § 2 Registration and conclusion of contract

1. Registration for EAA examinations can only be made in binding form by email.
2. Acceptance of the registration of an examinee by the EAA shall only be binding when a confirmation of the registration has been given in written form by the EAA. Confirmation will be given by email.
3. EAA shall decide on acceptance of attendees' registrations. There shall be no right o attend an examination.
4. Admission to the EAA examinations requires registration four weeks before the examination date. If the examination room is overbooked for face-to-face examinations, we reserve the right to change the examination location and, if necessary, the examination date at short notice.

### § 3 Fees

1. EAA examination fees published at time of booking on the EAA website are valid for your registration.
2. The examination fee shall be understood per person and per EAA examination plus the statutory Value Added Tax valid at the time.

### § 4 Payment terms

1. The invoice amount must be paid, stating the invoice number, within 14 days without deduction to the account stated on the invoice. If payment has not been made by 1 day before the day of the EAA exams, the organizers may refuse admission.
2. All bank charges must be borne by the examinee.

### § 5 Travel and accommodation

The examinee shall be responsible for his or her own travel and accommodation as a matter of principle. All charges related to travel and accommodation shall be settled directly by the examinees.

### § 6 Cancellation by the examinee

1. Cancellation by the examinee is possible until four weeks before the examination, the possibility of a substitute person does not apply to examinations.
2. In the event of later cancellation or in the event of non attendance the complete EAA examination fee shall be payable.

### § 7 Decentralised Examinations

Individual examinations may be conducted in decentralized form in the event of travel and assembly restrictions imposed by the authorities or other circumstances that do not allow individual examinations to be taken safely in an examination room, taking into account appropriate measures for the secure transmission of tasks and answers. Further-reaching claims of the examinee against the EAA shall be ruled out, in particular there shall be no claim to reimbursement of travel and overnight accommodation expenditure and loss of work unless the expenditure originates due to grossly negligent or deliberate conduct on the part of EAA.

### § 8 Access to EAA examinations and sitting the examination

For face-to-face examinations, candidates must bring their ID card for identification purposes and a writing utensil (a pen).

**§ 9 Video and audio recordings**

Examinees shall not be permitted to make audio or video recordings during the examinations.

**§ 10 Liability and damages**

All EAA examinations shall be prepared and held with the greatest possible care. However, the EAA shall not be liable for damage caused by third parties (e.g., examinees, employees of the examination centre).

**§ 11 Miscellaneous**

1. The contract shall be governed by the law of the Federal Republic of Germany.
2. The exclusive place of jurisdiction for all disputes from and in connection with the contract to which the present general terms and conditions of business apply shall be Cologne, Germany.

Cologne, May 2024