

Terms and Conditions

CBS Executive Fonden

Introduction

These terms and conditions of sale and delivery apply to the purchase of educational programs, courses, and events on cbs-executive.dk, unless otherwise expressly agreed.

Course and Program Information

The essential content of our courses and programs is described on cbs-executive.dk. For further information or questions, please contact CBS Executive Fonden at info@cbs-executive.dk.

Prices

All prices include course materials and catering but exclude VAT, accommodation, and travel expenses, unless otherwise stated. Danish VAT, shall be added where required under applicable law. CBS Executive Fonden reserves the right to adjust prices and disclaims liability for any typographical errors.

Registration and Purchase

You may register via cbs-executive.dk at any time.

Registration is personal and binding. At the time of registration, you must provide an EAN number, purchase order number, or similar information if required by your company. An invoice will be issued immediately upon registration.

Certain courses and programs may be paid by credit card at the time of online registration. This requires that you are at least 18 years of age and hold a valid payment card.

When registering, you must provide your name, address, job title, email address, telephone number, and payment method, after which you select "Proceed to payment" or "Pay later". A binding agreement is concluded only when you receive an order confirmation from CBS Executive Fonden.

Cancellation

Cancellation or transfer to another course or program session must be made in writing via email to info@cbs-executive.dk.

Standard Cancellation Terms (*Please note: Exceptions are set out below)

- Up to **6 weeks prior to the program start date**: no cancellation fee

- Between **6 and 4 weeks prior to the program start date**: 50% of the course or program fee will be charged
- Less than **4 weeks prior to the program start date**: 100% of the course or program fee will be charged

If a participant is unable to attend, the seat may be transferred to a relevant colleague at no additional cost. Any such transfer must be submitted in writing prior to the program start date.

Example (based on ISO week numbering)

Program start date: Wednesday in Week 21

- Cancellation free of charge no later than: Wednesday in Week 15
- From Thursday in Week 15 through Wednesday in week 17: 50% of the program fee will be charged, or the place may be transferred
- From Thursday in Week 17 onward: 100% of the program fee will be charged (transfer still allowed)

***Extended Cancellation Periods**

- For programs starting between **1 August and 15 September**, the cancellation period is extended by 5 weeks:
 - Up to **11 weeks prior to the program start date**: no cancellation fee
 - Between **11 and 9 weeks prior to the program start date**: 50% fee
 - Less than **9 weeks prior to the program start date**: 100% fee
- For programs starting between **1 January and 15 February**, the cancellation period is extended by 2 weeks:
 - Up to **8 weeks prior to the program start date**: no cancellation fee
 - Between **8 and 6 weeks prior to the program start date**: 50% fee
 - Less than **6 weeks prior to the program start date**: 100% fee

If a participant is unable to attend, the seat may be transferred to a relevant colleague at no additional cost. Any such transfer must be submitted in writing prior to the program start date.

Special Rules for Events Under DKK 5,000

For purchases below DKK 5,000 – such as events, masterclasses, and other one-day programs – registration is binding and cannot be cancelled. The seat may, however, be transferred to another participant upon written notice prior to the event.

Deposit

If a program includes a non-refundable deposit, such amount will not be refunded regardless of the timing of cancellation.

Cancellation by CBS Executive Fonden

To ensure a high level of quality, CBS Executive Fonden reserves the right to cancel programs, for example in the event of insufficient participant numbers. In such cases, participants will be offered a place on the next equivalent program or a credit note, unless the cancellation is due to force majeure.

Diploma / Certificate

Participants will receive a diploma or certificate upon active participation in all program days for programs of more than one day's duration. Certificates are generally not issued in case of absence.

Payment of Invoice

The full program fee is invoiced upon registration. Payment terms are 14 days net. Payment in instalments is possible in up to three instalments of minimum DKK 20,000 each. A fee of DKK 250 per invoice applies.

Late Payment

Late payments are subject to interest per commenced month and a reminder fee of DKK 250.

Card Payment

Payment card details are processed securely via QuickPay and NETS. The amount is charged upon receipt of confirmation. Accepted cards include Dankort, Visa, and MasterCard.

Personal Data

By making a purchase on cbs-executive.dk, you accept CBS Executive Fonden's privacy policy.

Cookies

By using cbs-executive.dk, you accept the use of cookies for functional and analytical purposes.

Amendments

CBS Executive Fonden reserves the right to amend and update these terms and conditions. Please review them regularly.

Updated 30 March 2026.