



# RULES AND REGULATIONS FOR COURSES OFFERED BY AMERICAN ORTHODONTICS

## § 1

### GENERAL PROVISIONS

1. The Organiser of the courses is AO EAST EUROPE Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw 03-116, ul. Czarodzieja 16/4, Tax Identification Number NIP 524-25-46-490, Statistical Number REGON 140205794, National Court Register (KRS) number 0001044003.
2. A list of the courses organised by AO East Europe Sp. z o.o. and the Rules and Regulations are available at [www.aoeasteurope.pl](http://www.aoeasteurope.pl).
3. The Organiser reserves the right to amend the Rules and Regulations.
4. In matters not regulated by the above Rules and Regulations, the provisions of the Civil Code shall apply.

## § 2

### TERMS OF PARTICIPATION

1. In order to take part in a course, participants shall register online and pay a fee.
2. Registration for the course shall imply acceptance of these Rules and Regulations.
3. In order to register for the course, participants shall fill in a form available at <https://www.aoeasteurope.pl> and pay the fee.
4. The amount of the fee for participation in the course and payment rules are specified at <https://www.aoeasteurope.pl>.
5. Registration for orthodontics courses and fee purchase is made through the konfeo.com portal and requires acceptance of the website's Regulations. There is no additional fee for the registration service.
6. Payment for the course shall be made through the Przelewy24 electronic payment system for making online payments. The operator of the service is PayPro SA with its registered office in Poznań, ul. Kanclerska 15, 60-327 Poznań, registered by the District Court for Poznań – Nowe Miasto and Wilda in Poznań, 8th Commercial Division of the National Court Register, under number 0000347935.
7. After receiving the payment, the Organiser shall issue a VAT invoice using the details specified in the order (in the online registration form).
8. Places on the course shall be allocated in the order in which the fees are paid.
9. The Organiser reserves the right to cancel the application of a participant who has not paid the fee.
10. If the number of applications exceeds the number of places available, the Organiser shall create a waiting list. The Organiser shall notify the persons on the waiting list if a place on the course concerned becomes available in the order in which their applications were received.

11. The Organiser reserves the right to cancel the course if there is an insufficient number of participants or circumstances beyond the Organiser's control occur. At the same time, the Organiser undertakes to promptly notify all persons registered for the course accordingly and refund the fees that have already been paid.
12. Participants who register for the course and take advantage of a discount for persons undergoing specialisation training shall provide proof that they are undergoing specialisation training in orthodontics.
13. Each participant signing up for a practical course divided into parts undertakes to participate in and pay for each part in accordance with a relevant schedule. By paying the fee and participating in the first part of the course, the participant declares that they will pay the fee for each subsequent part and participate in it.
14. Course participants shall cover their own travel and accommodation costs.
15. Filming and taking photographs during the course without the lecturer's permission shall be forbidden.
16. The images of patients contained in lecture materials are protected by law, and photographs must not be taken without the express permission of the lecturer.
17. A participant who is a consumer may withdraw from the agreement within 14 days without giving any reason and without incurring any costs. This period shall start from the date on which the participant registers online for the course concerned.

### **§ 3**

#### **TERMS OF CANCELLATION**

1. The participant may receive a full refund of the costs of participation up to 14 days before the start of the course concerned after sending the Organiser a written cancellation by email.
2. The Organiser reserves the right to deduct the entire amount paid and not to refund it less than 14 days before the start of the course concerned.
3. Absence from the course due to reasons attributable to the Participant, does not constitute a basis for a refund in monetary form, i.e., to an account maintained for a card or by bank transfer, the Organizer agree to transfer the participant's payment to voucher for another course that will be conducted in next 2 years.
4. If the course is cancelled for reasons attributable to the Organiser, the participant shall be entitled to a full refund of the costs of participation.
5. Registration and payment of the course fee shall imply acceptance of the above provisions.

### **§ 4**

#### **CERTIFICATE OF COURSE PARTICIPATION**

1. Doctors shall be awarded credit points for participating in the courses by the Regional Chamber of Physicians. The number of credit points shall depend on the number of training hours.
2. In order to receive a certificate confirming that credit points have been awarded, the participant shall attend the course and sign the attendance list.

3. Each participant who attended the course, paid the fee, and signed the attendance list shall receive a certificate of course completion confirming that credit points have been awarded.

## **§ 5**

### **PROCESSING AND DISSEMINATION OF THE IMAGE**

1. Registration shall imply that the participant agrees to the free and commercial use and reproduction of their image or statements recorded during the course for informational, promotional and advertising purposes, including publication in printed or digital format or in multimedia format on social media profiles and on the Organiser's website pursuant to Article 81(1) of the Copyright and Related Rights Act of 4 February 1994 (Journal of Laws of 2019, item 1231, as amended).
2. The provision of personal data by the participant in the registration form shall be voluntary, but failure to do so shall make it impossible to register and participate in the course.
3. The controller of personal data is AO EAST EUROPE Sp. z o.o., ul. Czarodzieja 16/4, 03-116 Warsaw.
4. The participant shall have the right to access their data and request that they be completed, updated, rectified or erased or that their processing be temporarily or permanently suspended.

## **§ 6**

### **COMPLAINTS**

1. Complaints regarding participation in the course shall be sent to the course organiser to the following address: [kursy@americanortho.com](mailto:kursy@americanortho.com).
2. The Organiser shall consider a complaint within 14 days from the date of its receipt. The participant shall be informed how the complaint will be handled in writing by e-mail.