



# Continuing Professional Development Programme

## Terms and conditions

### 1 Registration conditions

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- 1.1 In order to be processed, registration forms must be completed in full and signed.
- 1.2 The range of courses is available to the target group mentioned in the description. Unless stated otherwise, the registration form must be accompanied by a CV. The continuing professional development department reserves the right to select participants.
- 1.3 Registrations will be processed on a first-come, first-served basis.
- 1.4 Course participants may take an option on participation. This option will remain valid for a period of one month, up until eight weeks before the first course day.
- 1.5 Unless expressly stated otherwise, participants may not register for individual programme components.
- 1.6 Our registration fees include teaching materials (where applicable), coffee/tea and lunch. No VAT will be charged.
- 1.7 Registration will be definitive as soon as payment has been received.

### 2 Cancellation conditions

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- 2.1 The continuing professional development department reserves the right to cancel courses in the event of a lack of interest. In such cases, all course fees paid by the course participant will be reimbursed in full.
- 2.2 Cancellations must be submitted by e-mail: [pe-CenR@uva.nl](mailto:pe-CenR@uva.nl)
- 2.3 In the event of a cancellation, the continuing professional development department will apply the following conditions:
  - Participants will be charged 10% of the course fee as of the registration deadline.
  - Participants will be charged 50% of the course fee as of four weeks before the start of the course.
  - Participants will be charged the entire course fee as of two weeks before the start of the course.
  - In all the above cases, participants may authorise someone else to take part on their behalf, providing this person meets the registration conditions.
- 2.4 Participants must have paid the due course fee 14 days before the start of the course at the latest.
- 2.5 If the participant fails to attend the course or stops attending before the end of the course, he/she will no longer be entitled to a refund of the course fee.

