

Centrum voor Nascholing (CNA) *Amsterdam Institute for Lifelong Learning in Education*

General terms and conditions for training programmes and courses

Open registration

1. Registration

All candidates are required to submit a fully completed application form available on our website www.centrumvoornascholing.nl. Places will be allocated on a first come, first served basis. Registration is only final upon receipt of written confirmation from the secretarial office.

2. Payment

In almost all cases, participants (or their employers) receive an invoice before the training programme or course begins. This invoice must be paid in full within the set period of 30 days.

3. Cancellation by CNA

CNA reserves the right to cancel a training programme or course due to insufficient numbers or circumstances beyond our control. Any payments already received will be refunded in full.

4. Cancellation by participant

If, for whatever reason, you are unable to take part in a training programme or course for which you have registered, you are required to inform us of this in writing.

- If you cancel two months or more before the starting date, you will be charged an administration fee of €59,50.
- If you cancel later than two months but no later than one month before the training programme or course is due to start, you will have to pay 50% of the costs.
- If you cancel less than one month before the training programme or course is due to start, you will have to pay the costs in full.

5. Partial participation or early termination

If a participant only attends part of the training programme or course, or leaves the training programme or course before it is finished, no refund will be given. Any decision to suspend participation before the end of the training programme or course should be communicated in writing to the secretarial office.

Customized projects

Terms and conditions that apply to customized projects can be obtained from the CNA's secretarial office and are supplied along with the quote.