Continuing Professional Development Programme
Terms and conditions

1 Registration conditions

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

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

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.