

Terms and conditions (ECCEN)

Article 1 Registration and enrolment

1. Registration for participation in a course or information meeting must be done by completing and the registration form attached to the invitation for the course or information meeting concerned.
2. Registration can take place until the date mentioned in the invitation of the course or information meeting concerned.
3. Enrolment takes place on a 'first come, first served' basis.
4. The participants receive confirmation as soon as possible after the registration closing date yet not later than 14 days before the course or information meeting concerned. This also includes confirmation of the exact course information, such as the location (including directions), date and time of commencement and closing of the course or information meeting.
5. At the same time as sending the written confirmation of registration, an invoice is sent to the treasurer of the school management concerned in payment of the registration fee. Payment of the invoice should be made within 30 days after the date at which the invoice is received.

Article 2 Minimum and maximum participation in a course or information meeting

1. Per course or information meeting the invitation states the minimum and the maximum number of participants.
2. In the case of the maximum number of participants being exceeded, those who registered exceeding the maximum number of participants will be informed as soon as possible of the fact that they cannot be placed.
3. If possible, in the case of the maximum number of participants being exceeded an alternative will be sought.

Article 3 Cancellation by a participant

1. Cancellation of registration for a course or information meeting must be submitted in writing.
2. If cancellation is submitted prior to 14 days before the date of the course or information meeting concerned, the registration fee will be refunded. However, in that case 10% of the registration fee will be deducted as an administration fee.
3. In the case of cancellation within 14 days before the date of the course or information meeting concerned, the participant forfeits the full registration fee. In exceptional circumstances, at the discretion of the organisation committee, payment of the full registration fee can be partly or fully refunded in case of cancellation within 14 days of the date of the course or information meeting, unimpeded by the provision in the second clause, second sentence.
4. Participants can be replaced by a substitute at any time.

Article 4 Cancellation or postponement of a course or information evening and amendments to the programme

1. When a course or information meeting cannot be held due to insufficient numbers or needs to be postponed due to other legitimate reasons, the participants are informed of this as soon as possible.
2. If a situation occurs as referred to in clause one, any payments already received will be refunded in full to those who can definitively not take part.
3. In the case of amendments to the programme of the course or information meeting due to important reasons, participants will be informed thereof with as much notice as possible.

Article 5 Unforeseen circumstances

In cases not provided for in these terms and conditions of registration, a resolution will be determined by the organisation committee.