

**PERSONAL DETAILS STUDENT**

<input type="checkbox"/> ms	<input type="checkbox"/> mr	<input type="checkbox"/> University of Leiden student	<input type="checkbox"/> other
		<input type="checkbox"/> University of Leiden employee	
family name:		first name:	initials of first name:
address :			
postcode:		city:	
e-mail address:			phone:
date of birth:		nationality:	
*student no:		degree subject/department:	

**COURSE DETAILS**

course code:	language:	level:	day:	time:
<input type="checkbox"/> I have taken an entrance test.		<input type="checkbox"/> I have a certificate which precedes this one.		

**SIGNATURE STUDENT**

**I hereby agree to the conditions of enrolment** (see the conditions on the back of this form)

date: \_\_\_\_\_ signature: \_\_\_\_\_

**COMPANY DETAILS / INVOICE ADDRESS**

name of company:		department:	
address :			
postcode:		city:	
family name contact person:		initials of first name:	<input type="checkbox"/> ms <input type="checkbox"/> mr
e-mail address:			phone:
SAP no. Leiden University / Division LUMC / Purchase Order no.:			

**PAYMENT**

My course fee is: € \_\_\_\_\_ → To be eligible for the reduced rate, please enclose a copy of your Leiden University ID card, when you send the form by post.

**SIGNATURE CONTACT PERSON COMPANY**

**I hereby agree to the conditions of enrolment** (see the conditions on the back of this form)

date: \_\_\_\_\_ signature: \_\_\_\_\_

**CONDITIONS OF ENROLMENT**

1. You cannot enrol for a course which is full, but we can put your name on the waiting list for that course.
2. For a number of courses, an entrance test is obligatory (see the website). These tests can be taken during the secretariat opening hours of the Academic Language Centre, or they can be downloaded from the website ([www.languagecentre.leidenuniv.nl](http://www.languagecentre.leidenuniv.nl)) and done at home.
3. Some courses have a reduced rate. Those who wish to apply for this rate must show or enclose a copy of their Leiden University ID card when enrolling. University employees should state which department they work for.
4. It is possible to make an agreement with the Academic Language to register for a course later than the starting date indicated. In such cases, the full course fee will be charged.
5. Participants in a Dutch as a second language course will get a maximum of 3 opportunities to do the exam at the end of the course. Enrolling in the same course again will not give the applicant extra opportunities. Participants may only enrol in a course of the next level upon successful completion of the previous course.

**applicant cancellation**

1. Only **written** cancellations will be accepted ([talencentrum@hum.leidenuniv.nl](mailto:talencentrum@hum.leidenuniv.nl)).
2. Cancellation costs € 40,- up to 7 days before commencement of the course.
3. Within 6 days before a course starts, cancellation costs are 50% of the course fee.
4. No refunds are given in cases where participation is cancelled on, or after the date on which the course starts.

**cancellation by the Academic Language Centre**

1. The Academic Language Centre reserves the right to cancel a course before the starting date.
2. In cases where the Academic Language Centre cancels a course, the whole course fee will be returned.

**deferment**

Deferment of enrolment until the next, or subsequent, course periods is not permitted.

**substitution**

Substitution of one applicant for another is not permitted under any circumstances.