

General terms and conditions courses Center for Professional Learning, Leiden University

Definitions

CPL: Centre for Professional Learning, the expertise centre of Leiden University in The Hague for learning and developing of professionals.

Participant: he/she who has registered for a course.

Course: programme, course, Masterclass or meeting organised by the CPL.

Start of a course: the first course part, namely the intake interview or the introduction or kick-off meeting of the course.

1. Method of application

A participant can register via our website www.professionallearning.nl. By submitting the registration form, the participant commits to, whether or not through his/her employer, payment of the course fees.

2. Registration requirements

Registrations for participations are processed in order of entry. To register for the course, the participant must operate at an academic level and must have several years of relevant work experience. It is not allowed to participate in a course without registration.

3. Terms of registration for participant

Registration for a course must take place at least 10 days before the start of the course.

Registrations received after this deadline will be handled separately (if places are still available).

4. Course fee

The course fees include tuition, literature, online/action learning and catering. No VAT is charged .

5. Confirmation and billing

Course participants will receive a confirmation of their registration. The invoice will be sent after the start of the programme. The course fee must be paid within 30 days after the invoice date.

6. Cancellation of the registration

The course participant has the right to cancel the registration:

- more than 28 calendar days before the start of the course, we will not charge any course fee.
- 28 to 15 days before the start of the course, in which case we will charge 60% of the course fee.
- less than 15 days before the start of the course, in which case we will charge 100% of the course fee.

7. Confidentiality

Participants treat the information received from fellow participants and practical case studies with confidentiality.

8. Reservations

- CPL reserves the right to cancel the course in case of insufficient registrations at the latest 15 calendar days before the start of the course. In case of cancellation by the CPL, any course fees paid will be refunded.
- Missed half-days or days cannot be made up by the participant in another course.
- CPL reserves the right to refuse registrations in the event of failure or insufficient compliance with the registration criteria, such as, for example, in the case of insufficient knowledge or insufficient work experience.
- Registration does not automatically entitle you to a place in the relevant course.
- CPL does not accept any liability for any damage whatsoever caused by a course not taking place. In case of unexpected hindrance of the teacher, CPL reserves the right to substitute the teacher with another teacher. If this is not possible, the CPL reserves the right to move the course to another date and / or location.
- CPL follows the COVID-19 guidelines of the RIVM. The CPL reserves the right, if necessary with immediate effect, to cancel the course in whole, partly or to offer it in an Online format.

9. Liability

CPL guarantees the quality of the course and teachers involved and organises the programme to the best of its ability.

CPL is not liable in any form whatsoever for the expressions of a teacher, nor the consequences of the application of the knowledge obtained by the course participant, or for any damage caused to third parties by a course participant.

By submitting the registration form, the course applicant accepts the conditions for this registration.