

General conditions Leiden Certified Public Manager® Program

Definitions

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

Course applicant: he/she who has registered for a CPM Program.

CPM: Certified Public Manager® Program

Start CPM: The start of the CPM Program is the first residential.

1. Method of application

A course participant can register [here](#). By submitting the registration form, the course participant commits to, whether or not through his/her employer, payment of the course fees.

2. Registration requirements

Registrations for participation are processed in order of receipt. For registration of a CPM Program the participant needs to operate at an academic level and must have several years of relevant work experience. It is not permitted to participate in the CPM Program without registration.

3. Registration period for course participant

Registration for a CPM Program must take place at least 4 weeks before the start of the programme.

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

4. Course fee

The course fee includes tuition, literature, online/action learning and catering.

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. It is possible to pay the course fee in instalments. If you wish to make use of the possibility offered, please contact cpm@fgga.leidenuniv.nl.

6. Cancellation of the registration

The course participant has the right to cancel the registration:

- more than 8 weeks before the start of the course, in which case we will charge no fee.
- 8 to 4 weeks before the start of the course, in which case we will charge 60% of the course fee.
- less than 4 weeks 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 CPM Program in case of insufficient registrations. In case of cancellation by CPL, any course fee paid will be fully reimbursed.
- Missed half-days or days cannot be made up by the participant in another course.
- The 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 CPM Program 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 CPM Program 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.