

Terms and conditions – Workshops and training sessions offered by Student Support Services – Leiden University

These terms and condition apply to workshops and training sessions offered by Leiden University Student Support Services in the field of study skills/study management, personal development and career and job application. These courses are only available to students of Leiden University. By registering for one of these courses you agree to accept all terms and conditions as stated below.

Terms for registration

- You must be registered as a student of Leiden University, or
- (for workshops in the field of career and job applications) you must have finished your studies at Leiden University no longer than 12 months ago and are still looking for your first post-studies job.

Specific terms

Some of the training sessions and workshops require preparatory work. Take notice of this when you register.

Maximum number of participants

The maximum capacity for a specific workshop or training session is stated in the information about that workshop or training session. For all training sessions and workshops a "full is full" policy is in effect.

Online payment

- Your registration for a workshop or training session will only be complete after you have completed the (online) registration form and paid the fee.
- You can register for a place at the latest 7 days before the workshop or training session is due to take place.
- If you wish to participate in a workshop/ training session that takes place within 7 days you must contact Student Support Services: 071-5278025.

Cancellation by the student

Cancellation of participation in a workshop or training session can only be submitted in writing by sending an email to Student Support Services (studentsupport@leidenuniv.nl)

In case of cancellation by a student there will be no refund of the fee.

Cancellation by Student Support Services

Student Support Services reserves the right, in case of insufficient participants, to cancel the workshop or training session offered before the start date, or to offer a modified version. Students will be informed of this at least 5 days before the date of the workshop or training session. The student can choose to participate either in the modified version or in the original workshop/training session at a later date, or to have the complete fee refunded.