

# General conditions - Advanced Summer Programme: Preventing Violent Extremism

## 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 the Advanced Summer Programme: Preventing Violent Extremism.

**Course:** a by CPL organised programme, masterclass or meeting

## 1. Method of application

A course participant can register via [www.universiteitleiden.nl](http://www.universiteitleiden.nl). By submitting the registration form, the course participant commits to payment of the course fees, whether or not through his/her employer.

## 2. Registration requirements

Registrations for participation are processed in order of receipt. For registration to the Advanced Summer Programme: Preventing Violent Extremism, 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 Summer Programme without registration.

## 3. Registration period for course participant

Registration for this programme 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 fee for the week-long training programme is € 1695,-. The course fee includes lectures, study materials, study visit(s) and catering. Participants are responsible for the cost of all international travel, accommodation, evening meals, and if applicable, any visa charges and medical insurance.

## 5. Confirmation and billing

Course participants will receive a confirmation of their registration. The invoice will be sent to you within a few weeks upon receipt of the complete online registration form. The course fee must be paid within 10 days after the invoice date. Your place at the training programme is confirmed only when the payment has been received in full. CPL cannot be held responsible for the non-arrival of registration information. If you have not received confirmation of your registration within two working days of submitting, please contact: [learning@fgga.leidenuniv.nl](mailto:learning@fgga.leidenuniv.nl)

## 6. Cancellation of the registration

- Cancellations will only be accepted when your request for cancellation is submitted by e-mail to [learning@fgga.leidenuniv.nl](mailto:learning@fgga.leidenuniv.nl)
- If you cancel within the allotted time (at least 4 weeks before the starting date of the course), a processing fee of €250 will be charged. The remaining sum will be refunded.
- If you cancel less than four weeks prior to the starting date of the Training Programme, no refund of the course fee will be given.

## 7. Confidentiality

Participants deal with the information received from fellow participants and practical case studies in a strictly confidential matter.

## 8. Reservations

- CPL reserves the right to cancel the Summer Programme in case of insufficient registrations. In case of cancellation by CPL, any course fee paid will be fully reimbursed.
- CPL reserves the right to reject registration if the criteria of the registration are not or not sufficiently met, e.g. in case of lack of professional experience.
- CPL does not accept any liability for any damage whatsoever caused by the Summer Programme not taking place. In case of unexpected hindrance of the teacher, CPL reserves the right to substitute the teacher with another teacher.

## 9. Visa

If you require a visa to visit the Netherlands, you are strongly advised to apply for your visa at least eight weeks prior to your departure to The Netherlands. The Centre for Professional Learning does not arrange visa but will assist visa applicants where appropriate.

## 10. Liability

CPL guarantees the quality of the Summer Programme 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. Also CPL cannot be held liable for personal injuries or for loss and/or damage to the personal belongings of participants either during or as a result of their participation in the programme.

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