

General conditions VO Erkend Onderwijs bv Open Trainings

1. Registration

Participants can register in the following ways:

- > Via e-mail: ot@vergouwenoverduin.nl
- > Via the online registration form on our website: www.verderintrainen.nl

Once we have received the registration we will send a written confirmation to the participant and/or the contact person. For some of our Open Trainings an intake meeting is organised with the participant prior to the training. In this intake meeting trainer and participant assess learning goals and consider whether the training is suitable.

2. Guaranteed restrictions

Vergouwen Overduin will, to the best of their ability, and to the requirements of professional standards adhere to the agreed working activities. The contractual obligations are characterised as effort based as opposed to purely performance based

3. Intellectual property

The intellectual property of (teaching) materials, models, methods and instruments that are used during a training or coaching belong exclusively to Vergouwen Overduin. The participant will not violate in any way the intellectual property of Vergouwen Overduin. The participant is not permitted to multiply, to publish, to lend or to use in other ways, whether or not with financial compensation. The training materials, cannot be completely or partly used in the training or as excerpts, either for use of the customer or for use of third parties, without explicit prior permission of Vergouwen Overduin.

4. Number of participants

The total number of participants that can attend an open training can be found on our website: www.verderintrainen.nl.

5. Cancellation and impediment of a training

- > Cancellation of an open training without accommodation will not be charged up to four weeks prior to the start date of the training. Cancellation between four and two weeks prior to the start date will incur an administration fee of € 65. Cancellation within two weeks prior to the start date of the training will mean that the training will be payable in full.
- > The cancellation of an open training with an evening programme and accommodation can be cancelled up to a maximum of 6 weeks prior to the training start date. In this case no costs will be incurred. If cancellation occurs between 4-6 weeks, 10% of the total cost will be payable. If cancellation occurs less than 4 weeks from the first training start date, the training will be payable in full.
- > The cancellation regulations are also applicable if a participant wishes to alter a training date.
- > If a participant can not attend the training a replacement can attend without incurring any costs. The exception to this is if the participant has had an intake meeting prior to the training.
- > If the participant does not attend the first day of the training, this will be considered as a cancellation. The participant can not follow the remaining training days.
- > If a training does not take place due to an insufficient number of participants, costs will be credited to the customers' account.
- > For further information you can contact the project co-ordinators of Open Training: 020- 6595752

6. Trainers

If a trainer is ill, Vergouwen Overduin will to the best of their ability, replace the trainer. If Vergouwen Overduin is unable to replace the trainer (on time), Vergouwen Overduin has an obligation to execute the training(day) at a mutually agreed time with the participants.

7. Evaluation

All training is evaluated by Vergouwen Overduin. The evaluation outcomes are for our own use and will not be passed onto the individual participants or customers.

8. Certificates

Vergouwen Overduin gives out certificates at the end of the training

9. Rates and costs

All training costs are exclusive of VAT, unless otherwise explicitly stated. The costs mentioned refer only to the costs for the training itself (trainer, materials) and not to accommodation or catering costs.

Accommodation and catering costs

- > The training costs mentioned are exclusive of **all** costs related to accommodation and catering, unless otherwise explicitly stated. For all trainings we minimally charge the costs for the day package. For a training including an evening program the costs for dinner and overnight stay are optional. These costs will only be charged in case it has been stated explicitly in the participant's registration that dinner and overnight stay are applicable.
- > For an open training without overnight accommodation, fixed costs for catering and accommodation apply; these costs can be found with the relevant training on the website of Vergouwen Overduin. This amount is invoiced by Vergouwen Overduin together with the training price without VAT.
- > For the accommodation and catering costs of an open training with evening programme and overnight stay, the package costs of the respective location are applicable. These costs will be directly invoiced to the client's invoice address, unless otherwise explicitly agreed by Vergouwen Overduin and client. These costs for accommodation and catering are stated together with the training costs. When the participant's registration indicates that the participant will not make use of dinner/overnight stay, only the day package costs will be charged. Accommodation costs not included in the package (for example e-mail, internet, fax, pay-tv or minibar costs) are to be paid in cash (pin, cheque, credit card) by the participant when leaving the accommodation.

10. Invoicing

Two weeks before the commencement date of a training, Vergouwen Overduin will send the invoice to the invoice address. The invoice amount should be paid to Vergouwen Overduin before the start of the training. The term of payment is 15 calendar days after the training. If the term of payment is exceeded, the customer is legally required to pay interest. The customer will also be obliged to pay debt collection, both judicial and non-judicial.

11. Vetron Conditions

Vergouwen Overduin applies the general conditions of the Institution of Training and Education in the Netherlands(Vetron).