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Booking Terms and Conditions Summer School 2017: Blended Learning for Professionals

Leiden University (ICLON) and Dutch Academic Services

These are the booking process and terms and conditions of The Leiden Summer school 2017: Blended Learning for Professionals.

The Summer school is a common initiative of, and organised by, ICLON Leiden University Graduate School of Teaching` (ICLON) and Dutch Academic Services.

Booking

Bookings can be made at www.leidensummerschool.nl Alternatively, please complete the booking form and send the PDF to: info@leidensummerschool.nl

Booking confirmation

Once we have processed your booking, a confirmation e-mail with an electronic invoice will be sent. Your place is guaranteed once payment has been received.

Payments can be made directly into our bank account. Please make sure to quote your name and banknumber when making a payment.

Dutch Academic Services

ING NV PO BOX 1800

1000 BV Amsterdam, The Netherlands

IBAN NL 28 INGB 0008061186

BIC INGBNL2A

Fees

International Training courses of ICLON and Dutch Academic Services are VAT exempted. Course fees include tuition for the duration of the training course, course materials, refreshments two dinners and an tourist excursion.

The course fee is 1750,00 Euro.

Please note that the price is tentative, the definite price is to be announced in January 2017.

Timing and Duration

The Summer schools starts at 12th August 2017 and finishes 13th August 2017.

Group discounts

If three or more people apply for the Summer school from the same organisation they qualify for a 10% discount from the total of combined course fees. This discount only applies to explicitly indicated courses on the www.leidensummerschool.nl. The discount cannot be used in conjunction with any other offer,

Special (learning) requirements



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Upon requests the Leiden Summer school of ICLON and Dutch Academic Services can make an effort to accommodate special (learning) requirements that have been notified in advance on the booking form. In case requests require extra costs the participant(s) will be notified and only after explicit agreement an adjusted invoice will be forwarded. Additional requirements will be only executed when the participant has duly covered the corresponding amount in addition to the standard fee.

Joining instructions

Joining instructions including outline of the day-to-day program, venue details, will be issued approximately two to four weeks prior to the course. If you have not received your joining instructions three (3) days prior to the training course, please call or send an e-mail to: info@leidensummerschool.nl. The Leiden Summer school will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

Cancelling your place

In writing (via e-mail) up to 45 calendar days before the start date of a course. You will receive a full refund less an administration fee of 10% of the course fee.

If you withdraw for whatever reason within the 45 day period, the full fee will remain payable even if you are unable to nominate a substitute attendee. Substitutions should be received by at least 48 hours prior to the course start date. However, in aforementioned cases ICLON and Dutch Academic Services cannot support you by invitation letters.

Invitation letters

Should a participant require an invitation letter from Dutch Academic Services/ICLON Leiden University to obtain a Schengen Visa, we are able to provide this, with information on the Summer school as long as full payment of the course fee has been received. The Summer school is not able to act on behalf of the participant and is not responsible for any costs incurred by failure to obtain a Visa. Full course fees (minus 5% admin fee) can be refunded if a participant has been declined, and when he has applied on time (45 calendar days before the start of the course).

We strongly recommend to start visa application procedure upon confirmation of your place in the course. Normally a Schengen visa takes at least 6 weeks preparation time.

Hotel and lodging

We recommend to book at The Student Hotel; <https://www.thestudenthotel.com/thehague>. The hotel has a very good price/quality. Other options are to be found on <https://www.booking.com/> and airb&b.

Please note that a hotel reservation is a requirement for obtaining a Schengen visa.

We are not liable for the reimbursement of your hotel/accommodation costs in case of non-attendance and cancellation from you or our side. .

Non-attendance, late arrival and early leave

If you fail to attend the course on which you are booked without giving prior notice to the Summer school we will be unable to refund the course fees.

Late arrival and early leave are not compensated by whatever means, including refunds, and hotel costs. **Cancellation and program changes**



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ICLON and Dutch Academic Services reserve the right to cancel the Summer school. This will be communicated 45 calendar days prior the start of the Summer school (the minimal period for obtaining a Schengen visa). A full refund of the course fee will be made but no compensation will be paid for any additional costs incurred.

Published programs, trainers, fees or venues can be changed without prior notice. However the set goals and outputs of the original program will not be changed.

Admission

Apart from a relevant professional background and experience, participants are required to be able to speak and write English needed for development of curricula and active usage of modern ICT tools. No translation and interpretation will be available.

Venues

Details of the specific venue will be sent in the joining instructions for the Summer school.

Code of behaviour and disputes

All participants and instructors will follow the ethical behaviour code of Leiden University. ICLON and Dutch Academic Services have the right to attend and warn participants in case of inappropriate behaviour.

There is no dress code; however, most participants choose to wear smart casual clothing. Due to variable temperatures of air-conditioned rooms, layers are advised.

In case friendly settlement cannot be agreed upon, the participants have the right to use the internal complaints rules and regulations: [http://staff.leiden.edu/h-r/codes-of-conduct/of/Leiden University](http://staff.leiden.edu/h-r/codes-of-conduct/of/Leiden%20University). No refunds are possible in case of an unresolved issue.

Liability

The Summer school does not accept responsibility for anyone acting as a result of information or views expressed on its training courses including course material. Opinions expressed are those of individual trainers and professors and not necessarily those of Dutch Academic Services/ICLON Leiden University, see: <http://reglementen.leidenuniv.nl/bestuur-beheer/bestuur-en-beheer/inkoop/algemene-leveringsvoorwaarden.html>.

Intellectual property

The Summer school is the owner of all copyrights that may be exercised in relation to the program and results of the Summer school, irrespective of where and when they may be exercised. In so far as the results of the services performed by the Summer school are achieved partly or wholly using existing intellectual property rights that do not accrue to the Summer school, the Summer school grants the participants a non-exclusive and irrevocable right of use for an indefinite period. In such an event, the Summer school guarantees that it is entitled to grant the aforesaid right of use.



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Certificate

A certificate of attendance provided by ICLON and Dutch Academic Services will be provided to all participants that have fulfilled the minimal requirements: active participation.

Prevailing terms and conditions

Please note that this and all other ICLON Leiden University - Dutch Academic Services pre-contractual documentation shall not constitute an offer. Any disputes related to the Summer school terms and conditions will be settled by mediation. In case disputes cannot be solved by means of mediation, legal settlement will be agreed in accordance with the current legislation of The Netherlands.