

General terms for open entry training

Registration process

After submitting this registration form, we ask you to send us a guarantee letter from the organisation that pays the course fee. Upon receipt of this letter, we confirm your registration, send the invoice and make necessary the reservations.

Fees

The course fee covers tuition fee, course materials, refreshments and meals during course days, and study visits when applicable. Participants travelling to the Netherlands who require a visa also receive health insurance and third party liability. For courses of two weeks and longer, MDF Training & Consultancy offers complimentary weekend excursions.

Accommodation

In case you need accommodation, our registration officer can book a room for you. The price varies per location and is mentioned in the registration form. The costs for accommodation will be added to the course fee on the invoice.

Payment terms

The payment schedule for the course is the following:

- 50% payment upon subscription
- Full payment should be received 14 days before the course starts.

Only after receipt of the payment, your participation is guaranteed.

Cancellation terms

Free cancellations can be made up 30 days before the start the course. You can cancel your participation in writing to the registration officer.

When you cancel a registration two to four weeks before the start of the course, 50% of the course fee will be charged.

When you cancel a registration 14 days before the start of the course, 90% of the course fee will be charged.

If you are unable to attend, you can always be replaced by a

colleague. In that case, please contact us.

Support to obtain visa

When you require a visa, our registration office will send you a visa invitation letter upon receipt of the (advance) payment.

Please bear in mind that the procedure for a visa to the Netherlands may take 6 weeks or more. We advise you to consult the visa desk of the Netherlands Embassy or its representative in your country.

Travel arrangements

Participants are responsible to arrange their travel to and from the place where the course takes place. Our registration office can advise on travel to and from the airport.

Privacy

We have a Privacy & Cookies policy page where you can read more about which data we collect, why and how we protect this. You can find the most updated version on our [website](#).

Disclaimer

MDF Training & Consultancy reserves the right to cancel the course or to shorten the programme if there are not sufficient participants. Obviously, you will be informed in good time. We will refund participation fees that have been paid.