



General Terms and Conditions of Enrolment at UvA Talen B.V.

1. Payment

You will receive an invoice from UvA Talen B.V. within a few working days of enrolling. If you wish the invoice to be sent to your employer or another sponsor, please select this option DURING the enrolment process. In this case, you will need to enter the invoicing details of the organisation concerned and the relevant contact person. We will then check that your employer/sponsor has agreed to pay the invoice. Once the invoice has been sent, it is no longer possible to change it.

1. The invoice should be paid within 21 days, unless the date for the start of the course is earlier than this. In that case, the date by which the payment must be made will be stated on the invoice.
2. If the payment period expires and no payment has been received, UvA Talen reserves the right to (temporarily) refuse the student admission to the course. In any case, the course costs must still be paid in full (see 'Cancellation' below).

2. Cancellation

Cancellation by the student:

1. The mandatory cooling-off period for distance selling applies to your enrolment. You may cancel your enrolment free of charge within 14 days of enrolling, provided that this cancellation is received in writing and at least two weeks before the start of the course.
If you wish to cancel your enrolment later than 14 days after enrolling, but at least two weeks before the start of the course, you will be charged a €50 administration fee.
If you cancel your enrolment less than two weeks before the start of the course, you will be charged the full course fee (100%).
2. If you wish to change your enrolment to another period, an administration fee of €50 will be charged.
3. Send your cancellation in writing by email to trainers@uvatalen.nl.

Cancellation by UvA Talen:

4. In the event that there are insufficient enrolments (fewer than six students on a course), UvA Talen reserves the right to cancel the course. Any course fees already paid will be refunded in full. UvA Talen undertakes to refund such fees within 21 days.
5. UvA Talen cannot be held liable for any expenses incurred by the student (such as travel or accommodation costs) if the course is cancelled.

3. Discounts

1. UvA Talen offers a €50 discount to the following students: those who have already completed a course at UvA Talen, students also attending a university or university of applied sciences, University of Amsterdam staff members, and members of the AUV alumni association. UvA Talen offers a 20% discount to students of the University of Amsterdam and Amsterdam University of Applied Sciences. UvA Talen also offers a temporary discount to employees of certain organisations.
2. A discount may only be combined with the discount for returning participants (those who have already taken a course at UvA Talen). No other combinations of discount are allowed.
3. Discounts via a discount code or discount voucher may only be combined with the discount for returning participants. A discount code with no expiry date is only valid for one course, unless stated otherwise.
4. Once you have enrolled, you will be asked to provide proof of your right to a discount by showing your student card, AUV card (for AUV members), or staff ID card (for UvA staff). If you fail to do this, your right to a discount will be cancelled. Your enrolment will however not be cancelled.

4. Privacy

1. UvA Talen highly values your privacy. We will not provide your personal data to third parties. Moreover, UvA Talen will treat all sensitive (personal) data concerning our students and their employers that we obtain in the context of the language courses as strictly confidential and will not share these with third parties.
2. We retain the right to email occasional announcements to our students about our course catalogue.

5. Changes to these terms and conditions

UvA Talen reserves the right to change these payment and cancellation terms and conditions concerning at any time.