

CONDITIONS OF ENROLMENT

1. Enrolment starts on the date given in the course programme. Enrolment prior to this date is not permitted.
2. There is one exception to rule 1. Those who have signed up for a course are allowed to sign up for the course which follows it, once the details concerning the course have been published.
3. You cannot enrol for a course which is full, but we can put your name on the waiting list for that course.
4. Enrolments are accepted in date order, i.e. the order in which the enrolment forms arrive at the office.
5. For a number of courses, an entrance test is obligatory (see the website). These tests can be taken during the secretariat opening hours of the Academic Language Centre, or they can be downloaded from the website (www.languagecentre.leidenuniv.nl) and done at home.
6. Once you have sent in the enrolment form, fully completed and signed, you automatically accept the obligation to pay the course fee. The Academic Language Centre will reserve a place on the course. If you decide to withdraw your enrolment, the conditions pertaining to cancellation become effective.
7. Some courses have a reduced rate. Those who wish to apply for this rate must show or enclose a copy of their Leiden University ID card when enrolling. University employees should state which department they work for.
8. Only forms which are fully completed and signed will be accepted and processed.
9. Participants in a Dutch as a second language course will get a maximum of 3 opportunities to do the exam at the end of the course. Enrolling in the same course again will not give the applicant extra opportunities. Participants may only enrol in a course of the next level upon successful completion of the previous course.

CONDITIONS OF CANCELLATION**applicant cancellation**

1. Only **written** cancellations will be accepted (talencentrum@hum.leidenuniv.nl).
2. Cancellation costs € 25,- up to 7 days before commencement of the course.
3. Within 6 days before a course starts, cancellation costs are 50% of the course fee.
4. No refunds are given in cases where participation is cancelled on, or after the date on which the course starts.

cancellation by the Academic Language Centre

In cases where the Academic Language Centre cancels a course, the whole course fee will be returned.

deferment

Deferment of enrolment until the next, or subsequent, course periods is not permitted.

substitution

Substitution of one applicant for another is not permitted under any circumstances.