

General Conditions

Payment

After completing the application form and providing all supporting documents, you will receive an invoice. Payments can be made either by bank transfer or by PayPal request. We offer the option of paying in one or two instalments. An advance payment of 50% secures reservation of a seat on the training until the payment deadline. *Your participation is only guaranteed after receipt of the full payment upon the deadline.* If no payment is received upon the deadline, the registration will automatically be cancelled. Please note that we employ a first-paid first-served policy.

Once we have received the full payment we will send you a confirmation as well as further information about the programme, literature and logistics of the course. Upon receipt of your payment, we can also issue a Letter of Invitation to support your visa application to The Netherlands.

Cancellation:

Under certain circumstances, participants may need to cancel their attendance in the course. Payments received before the deadline will be reimbursed. However, an administration fee of €150 will be charged to fulfil this request. For cancellations between four to two weeks before the training starts, 50% of the course fee will be charged. In case of cancellation after two weeks before the start of the training or no show, 80% of the fee will be charged. It is always possible to nominate a suitable qualified candidate to replace you without extra charge, in the event you cannot attend the course.

The Hague Academy for Local Governance deserves the right to cancel a course if the number of participants is insufficient or due to any other unforeseen circumstances. In this case, your course fee will be reimbursed. Other costs e.g. for transportation or hotel cannot be reimbursed.

Visa applications:

For some countries a visa is compulsory. Once payment has been received we can support your visa application with a Letter of Invitation. Please check with The Netherlands Embassy or their representatives for visa requirements in your country. Because of the length of time needed for the visa procedure, please make sure to start your application as soon as possible. We strongly encourage you to start with the visa application procedure about six weeks before the start of the training programme.

Acknowledgement of Risk and Waiver of liability:

I understand that certain risks are inherent in the travel from and to my country of origin, and other activities involved in my participation in the training course organised by The Hague Academy for Local Governance such as study visits in The Netherlands.

I acknowledge that The Hague Academy for Local Governance is not responsible for any harm that may occur to myself or my property, and I fully release and discharge THA, its employees and associate experts from all liability or claims in connection with my participation in this training