

# Registration Information & Conditions 2024

## [Advanced professional training] Responding to human rights abuse in sport: Safe, effective & appropriate investigation

### Enrollment and Participation

1. You may register via the website by submitting the completed online registration form at <https://www.asser.academy/register/APTMarch2024>
2. Each participant should use a separate form.
3. Upon receipt of the completed online registration form, you will be directed to a secure online payment environment.
4. Your place at the professional training course is confirmed only when the online registration form has been submitted and the payment has been received.
5. The registration form constitutes a legally binding agreement. By submitting the completed registration form the registrant declares to be in accordance with the requirements and provisions described therein.
6. The T.M.C. Asser Instituut cannot be held responsible for the non-arrival of registration information. If you have not received confirmation of your registration within 1 hour of submitting, please contact [educationtraining@asser.nl](mailto:educationtraining@asser.nl).
7. The T.M.C. Asser Instituut reserves the right to withhold registration.
8. After successful attendance of the programme, a certificate of completion will be provided.

### Fees and Payment Conditions

1. The full fee for the course is 950€.
2. A reduced fee of 600€ has been made available for students/civil society participants (including NGOs).
3. The fee includes lectures, study materials\*, study visits, refreshments, lunch, a reception and an opening dinner.
4. The full payment must be made within 10 business days after receipt of the confirmation e-mail. You will only be secured of a place at the training course once the T.M.C. Asser Instituut has received your payment in full.
5. Participants are responsible for the cost of all international travel, accommodation, evening meals (approximately €40 per day), and if applicable, any visa charges and medical insurance. The T.M.C. Asser Instituut can provide prospective participants with a list of suitable hotels in The Hague (€90-150 per day).

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### Cancellation Policy

1. Cancellations will only be accepted when your request for cancellation is submitted by e-mail to [educationtraining@asser.nl](mailto:educationtraining@asser.nl).
2. You have the right to withdraw your participation within 14 days of completing the payment, and the full sum paid will be reimbursed.
3. Once the abovementioned 14-day withdrawal period has expired, if you cancel less than four weeks prior to the starting date of the training programme, no refund of the course fee will be given.
4. Once the abovementioned 14-day withdrawal period has expired, if you cancel within the allotted time (at least 4 weeks before the starting date of the course), a processing fee of €250 will be charged. The remaining sum will be refunded.
5. The T.M.C Asser Instituut reserves the right to cancel the training course in case of insufficient number of participants, force majeure or other unforeseen circumstances that render the execution of the training impossible and/or not worthwhile. If such action is necessary, registrants will be informed at least two weeks in advance of the starting date of the programme.
6. If the T.M.C. Asser Instituut cancels the training course, the full sum paid will be reimbursed within 10 business days after receiving the registrant's bank account details.
7. The T.M.C Asser Instituut reserves the right to change the format of the training to online.
8. In the event the format of the training is changed to online, a discount of 33% on the tuition fee will be given. If the tuition fee is paid in full, the difference will be reimbursed within 10 business days after receiving the registrant's bank account details.

### Visa

If you require a visa to visit the Netherlands, you are strongly advised to apply for your visa at least eight weeks prior to your departure to The Netherlands. The T.M.C. Asser Instituut does not arrange visas but will assist visa applicants where appropriate.

## Liability

The T.M.C. Asser Instituut cannot be held liable for personal injuries or for loss and/or damage to the personal belongings of participants either during or as a result of their participation in the programme.