

Registration Information & Conditions 2019-2020

CLEER Winter Academy, 17-21 February 2020

Enrollment and Participation

1. You may register via the website by submitting the completed online registration form at <https://www.asser.academy/register/CLEERwinteracademy.aspx>
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 Training Programme 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 24 hours of submitting, please contact 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. There are three fee categories:
 - Fee for five days (both parts on EU External Policies & Instruments and Asylum & Migration) is €1295.
 - Fee for two days (EU External Policies and Instruments) is €495.
 - Fee for three days (Asylum and Migration) is €775.
2. The fee includes lectures, study materials*, refreshments and an opening reception and/or a closing reception.
3. The full payment must be made within 10 days after receipt of the confirmation e-mail. You will only be secured of a place at the Training Programme once the T.M.C. Asser Instituut has received your payment in full.
4. Participants are responsible for the cost of all international travel, accommodation, evening meals (approximately €30 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 (€70-120 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.
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 Programme. In the event that such action is necessary, registrants will be informed at least four weeks in advance of the starting date of the programme.
6. In the event that the T.M.C. Asser Instituut cancels the Training Programme, the full sum paid will be reimbursed.

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.