

Registration, participation and cancellation

HRM Learning & Development

Cancelling a registration for free courses and workshops

If you are unable to attend a course for which you have registered, you can cancel your registration in the Learning & Development system, provided you do this at least two weeks in advance. Please note: your registration can only be cancelled **in the Learning & Development system**.

You can cancel your registration free of charge up to two weeks before the start of the course. If you cancel later than this, you will be charged *:

- If you cancel within two weeks before the start of the course, you will be charged **€ 100**. The date of your email is decisive for this.
- Also if you are unable to attend on the day of the course or do not show up, you will be charged **€100**.
- It is not possible to change your registration to a course in the next course period.
- It is not possible to transfer your registration to someone else.

** The webinars, the Introduction new employees and the Active Bystander course are exempted from this rule.*

Cancelling a registration for paid courses and workshops

If you are unable to attend a course for which you have registered, you can cancel your registration free of charge, provided you do this at least three weeks in advance. Please note: your registration can only be cancelled **in the Learning & Development system**.

You can cancel your registration free of charge up to three weeks before the start of the course. If you cancel later than this, you will be charged:

- As of three weeks before the course start date; **25%** of the registration fee.
- From two weeks until one week before the course start date; **50%** of the registration fee.
- Less than one week before the course start date; **100%** of the registration fee.

Also if you are unable to attend on the day of the course or do not show up, your course fee cannot be refunded.

Cancellation of the course

HRM Learning & Development reserves the right to cancel a course in the event of exceptional circumstances or if there are insufficient registrations. In such cases, we will contact you as soon as possible.

Certificate

After completing the course, you will receive a certificate as proof of your participation. If you missed part of the course because of *serious personal circumstances*, we will work with you to find alternative possibilities to still obtain the certificate.

Courses at Delft University of Technology or Erasmus University Rotterdam

If you would like to take a course at Delft University of Technology or Erasmus University Rotterdam, you should register with the organising university. If you have any questions, please address them to the organiser of the relevant course.

Privacy

To register for a course organised by HRM Learning & Development, you will be asked to provide various personal data. These data will only be used for communication about the relevant course and will be disclosed to the trainer. After the legally stipulated retention period has expired, the data will be deleted.