**General Terms and Conditions for the GMAT® Preparation Course (VU GMAT® training centre)**

**Registration**
Once you have completed and submitted the digital registration form, you have registered for the course. This means that a place will be reserved for you and that you have also committed to pay the course fees. The deadline for registrations can be found on the website.

**Terms of payment**
Once you have registered, you are obliged to pay for course fees within 14 days after the registration date. Immediately after registering, you will be sent proof of registration and the invoice by e-mail. If you have not paid by the start of the course, you will not be able to take part. The VU GMAT® training centre is not obliged to ascertain whether the form has been completed by the authorized person.

**Duration of the agreement**
After registering, the agreement is valid until the last day of the course which you have registered for.

**Reflection period**
After you have registered for the course, there is a reflection period of 14 days. During this period, you can cancel your registration free of charge and without giving any reason. If you wish to cancel during the reflection period, you need to send an e-mail to the VU GMAT® training centre at gmat.sbe@vu.nl. Your cancellation is only valid once you receive confirmation of your cancellation by e-mail. The time of cancellation is determined by the time when the VU GMAT® training centre receives your cancellation e-mail. Please add ‘Cancellation within the reflection period for [name]’ in the subject line of your e-mail. If you have already paid for the course, the money will be refunded to your account.

**Cancellation**
Cancellation means: cancelling your registration for the course.

**Terms and conditions for cancellation**
If you wish to make a cancellation, you need to send an e-mail to the VU GMAT® training centre at gmat.sbe@vu.nl. Your cancellation is only valid once you receive confirmation of your cancellation by e-mail. The time of cancellation is determined by the time when the VU GMAT® training centre receives your cancellation e-mail. Please add ‘Cancellation for [name]’ in the subject line of your e-mail. In the text of the e-mail, you need to give the reason(s) for your cancellation. If your registration is cancelled in this way, the following cancellation fees are charged:

- You can cancel your registration free of charge within 14 days after you register (known as the reflection period; see above).
- You can cancel your registration free of charge up to 10 weeks before the start of the course.
- If you cancel between 10 and 4 weeks before the start of the course, a €25 administration fee is charged.
- If you cancel between 4 and 2 weeks before the start of the course, 50% of the total fee is charged.
- If you cancel less than 2 weeks before the start of the course, 75% of the total fee is charged.

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If you cancel on the first day of the course or later, the whole of the fee for the course is charged. This also applies if you do not attend the course without cancelling your registration. The total fee is also charged if you withdraw from the course prematurely.

Only due to very serious personal circumstances (such as a long-term illness, accident or death) will the VU GMAT® training centre consider waiving these cancellation conditions. This is entirely at the discretion of the VU GMAT® training centre based on evidence provided by you that it is impossible for you to participate in the course.

If any amount needs to be refunded to you after cancellation, the VU GMAT® training centre will refund this after deducting the fees charged as defined in the terms and conditions for cancellation.

**Force majeure**

The VU GMAT® training centre reserves the right to cancel the course due to an insufficient number of participants, the illness of staff members or natural disasters. However, the VU GMAT® training centre will do everything it can to ensure that the course can still take place. The course may be changed if circumstances require. If the course is cancelled by the VU GMAT® training centre, you will be refunded the amount that you have paid for the course. If you have not yet paid, you will not be required to pay the fee for the course.