

General conditions

1.Registration

Registration can be done by filling in the form send in an attachment by e-mail.

For group courses the minimum admission age is 18 years and a minimum BA educational level or Gymnasium.

For advanced group courses there is an intake procedure for students who developed their proficiency elsewhere.

For the individual programs, beginner and advanced, students are invited for an interview at the office or in company is also possible.

2.Placement

Placement in a group course is effected after receiving payment. In the event of a third party (employer) a signed company confirmation will sustain. If the number of applicants exceed the number of available places, participants will be placed in order of date of payment.

3.Cancellation

In the event of a course cancellation, Baay DLC will inform the participants as soon as possible and no later than 3 days before the planned course date by e-mail or in writing. Course fees will be fully reimbursed. Reasons for cancellation of group courses can be insufficient student applications or prolonged illness of a teacher and the unavailability of a replacement.

Cancellation of a course by a student 10 days before the start of a course, will be fully reimbursed. Later cancellations before starting date will be reimbursed for 60%. Cancellation is to be done by e-mail or post and date of receipt will be considered the notification date.

4.Missed Lessons

For missed group lessons Baay DLC has no obligation for financial or any other form of compensation, like for instance: no suspension to another course or catch up missed lessons in another group.

For individual programs a time table will be made and in principle the same terms will be held as with participants for group programs with the exception of timely notified cancellations of lessons. A timely notification is 24 hours in advance. The participant is entitled to move to a maximum of three training dates and times up to 4 weeks after the original agreed date for free.

5.Final Provision

In situations that an occurrence, with direct bearing to the aims and practices of Baay DLC, these general terms are incomplete, an appeal in writing or e-mail can be made to the director of Baay DLC. The institute will deal with the appeal in all fairness and reasonableness.