

## **Terms and Conditions Courses BAK, basis voor actuele kunst**

### **Registration and payment for courses**

You can register through the application form listed on the BAK website. We will then contact you by e-mail to inform you if you are accepted in the course (generally, valid applications are accepted on a first come, first serve basis, with the exception of fee waiver applications—see below).

If accepted, you will receive an invoice from BAK for the course fee. The invoice must be paid in full at least a week prior to the start of the course. You are entitled to participation in the course only once we have received full payment.

### **Oversubscription**

Registration takes place in order of receipt of applications (provided a payment is completed). If we have received enough valid applications for the course, we may have to close the call for applications early. This will be indicated as such on our website.

### **Applying for a fee waiver (scholarship) position**

Fee waiver (scholarship) positions are meant specifically for those who would not otherwise be able to participate in the course. The fee waiver deadline differs from the general deadline—please see the course information on the BAK website. Fee waiver positions are limited, and BAK will have to make a selection out of all received applications. Fee waiver applicants are contacted around a week after the fee waiver deadline. If you are not granted a fee waiver and are still able to get funding elsewhere, you are welcome to still apply as a general applicant, however from experience there is a big likelihood the course will be fully booked by then.

### **Cancellation**

If you cancel your registration for a course, you will be charged an administration fee of € 15. If you cancel within a week before the start of the course, we will refund half of the course fee. Once the course has started, all fees are non-refundable.

### **Cancellation course meeting(s)**

If we are forced to cancel a course meeting due to circumstances beyond our control, this will be announced via email. We recommend that you check your e-mail on the mornings of the day your course takes place. The meeting in question will be made up for at a later date.

### **Course location**

The course takes place online, via the app Zoom – more details will be sent via e-mail after your application is confirmed.

### **Course material**

The syllabus and core reading/viewing material will be made available digitally to all participants prior to the sessions.

### **Privacy statement**

The personal information we request is required to process the applications and the payment of fees, and to be able to contact you regarding matters concerning the

course. This information will only be used for the organization of the course and will not be shared with any third parties. You can read our full privacy statement [here](#). If you would like to receive emails about BAK's activities, please [click here](#) to sign up to our newsletter.