

Registration, payment and cancellation conditions for regular MDF courses

Three categories:

1. MDF courses with maximum duration of two weeks;
2. Management Course for Development Practitioners, Project Cycle Management Course, International Advisory Course WITHOUT NFP sponsoring;
3. Management Course for Development Practitioners, Project Cycle Management Course, and International Advisory Course WITH NFP sponsoring.

1. MDF courses with maximum duration of two weeks

After submitting the registration form, you need to send us a letter of confirmation from your sponsoring agency. As soon as MDF receives this letter, we will confirm your registration and make necessary reservations in the conference centre. Until then, all registrations will be considered as being preliminary. Upon registration, an invoice for advance payment of the course fee will be sent. Payment should be received by MDF two months before the course starts. Only after receipt of the payment, your participation is guaranteed. MDF will book hotel accommodation for you and send you a letter of invitation for your visa application at the Embassy (if needed for). We recommend you to start the visa procedure in time. MDF reserves the right to withhold a fee for administrative and other costs for cancellations made within two months prior to the start of a course.

Course fee

The course fee covers tuition, course materials, lunches and dinners during course days, and where applicable study visits and health insurance and third party liability.

The price for accommodation (bed and breakfast) is approximately 70 Euro per night. The costs for accommodation will be added to the course fee on the invoice. On the registration you can indicate what accommodation you want to book. Additional accommodation before or after the course can be settled directly with the hotel.

Cancellation

When a registration is cancelled two to four weeks before the starting date of a course, half of the course fee will be charged. In case of cancellation within two weeks of the course start, 90 percent of the fee will be charged. A suitably qualified replacement may attend the course instead of the registered person without extra charge.

In case you cancel hotel accommodation within four weeks prior to the starting date of the course, MDF is obliged to pass on the no-show claim (maximum 200 Euro) charged by the hotel to MDF.

MDF also reserves the right to cancel a course if the number of participants is insufficient.

NB: In case a participant is forced to cancel his participation due to problems obtaining a visa, we will be obliged to maintain our cancellation regulations as mentioned above.

2. Management Course for Development Practitioners, Project Cycle Management Course, International Advisory Course WITHOUT NFP sponsoring

After submitting the registration form, you need to send us a letter of confirmation from your sponsoring agency. As soon as MDF receives this letter, we will confirm your registration and make necessary reservations in the conference centre. Until then, all registrations will be considered as being preliminary. Upon registration, an invoice for advance payment of the course fee will be sent. Payment should be received by MDF two months before the course starts. Only after receipt of the payment, your participation is guaranteed. MDF will book hotel accommodation for you and send you a letter of invitation for your visa application at the Embassy (if needed for). We recommend you to start the visa procedure in time. MDF reserves the right to withhold a fee for administrative and other costs for cancellations made within two months prior to the start of a course.

Course fee

The price includes tuition, course materials and full board and lodging for the duration of the course, from the Sunday night before the start of the course, until the Saturday morning after the course.

Cancellation

When a registration is cancelled two to four weeks before the starting date of a course, half of the course fee will be charged. In case of cancellation within two weeks of the course start, 90 percent of the fee will be charged. A suitably qualified replacement may attend the course instead of the registered person without extra charge. Please note that booked hotel accommodation is also subject to cancellation costs. MDF also reserves the right to cancel a course if the number of participants is insufficient.

NB: In case a participant is forced to cancel his participation due to problems obtaining a visa, we will be obliged to maintain our cancellation regulations as mentioned above.

3. Management Course for Development Practitioners, Project Cycle Management Course, International Advisory Course WITH NFP sponsoring

You are kindly asked to send a letter with your motivation to attend the course and your Curriculum Vitae to registration@mdf.nl as soon as possible.

The selection procedure continues as follows:

1. The Netherlands embassy or consulate in the candidate's country assesses the applications and forwards them to Nuffic;
2. Nuffic registers and screens the applications. Nuffic decides how many fellowships will be available for each course and forwards all eligible applications to MDF;
3. MDF selects the candidates who will receive a fellowship for that short course;
4. MDF informs the Netherlands embassy or consulate about the outcome of the applications of the candidates in their country;
5. In co-operation with the Netherlands embassy or consulate, MDF makes all further arrangements with the fellowship recipients.

Consult www.nuffic.nl/nfp for full information on the Netherlands Fellowship Programme.