

## 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.

### 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 core reading material will be made available digitally to all participants. We also have a physical reader with additional readings, which is not included in the course fee. If you would like to receive the reader, please let us know as soon as possible so we can add the costs of €15 (+ shipping costs – [see here for rates](#), [and here for shipping times](#) to different countries) to your course fee and ship it to you by post. You will receive more information about the course material with the confirmation of your registration.

### 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.