

## **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

### **Oversubscription**

Registration takes place in order of receipt of payments. If there are no more spots available in the course of your choice, you will be informed. When a course is full, it 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 email 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 organisation of the course. 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.

**More information**

For more information, or if you have any questions, please contact us via [publicstudies@bakonline.org](mailto:publicstudies@bakonline.org)