

## RULES AND REGULATIONS ENKHUIZER ZEEVAARTSCHOOL

### Registration fees<sup>1</sup>

1. When enrolling in a course, the registration fee must be payed immediately.
2. If no registration fee has been received a month before the start of the course, the reserved place in class will be released for a candidate on the waiting list.
3. If **at any moment** after registering and payment, you decide to not pursue the course, there will be no restitution of the registration fee.

### School fees

1. The school fees need to be paid before the start of the course.
2. If no school fee has been received two weeks before the start of the course, the reserved place in class will be released for a candidate on the waiting list.
3. If you are not able to pay the whole amount at once, you can apply for a payment arrangement. The board of directors will take all applications into consideration. Appealing against a decision is not possible.

The payment arrangement is set up as follows:

1. Two weeks before the start of the course, an amount of €750, - needs to be paid to be able to join the course.
2. Every month, one fifth of the remaining amount (including books ordered through the school), needs to be remitted. This monthly payment is to be received on the first day of each month from November through March.
3. Exam fees and fees for separate courses are not part of the payment arrangement.
4. If you want to apply for a payment arrangement you should send a request at least one month before the start of the schoolyear by email: [cosmo@ezs.nl](mailto:cosmo@ezs.nl)
5. This arrangement is intended for KZV students, in exceptional situations GZV students can request a similar payment arrangement.

### Exam fees

Two weeks before the start of each exam round, the exam fees need to be paid. The same applies to separately organized courses (for example Basic Safety).

### Restitution

If you decide to quit the course after having payed school fees, the following applies:

1. Two weeks before the start of the course, 100% will be reimbursed (excluding the registration fee).
2. If between two weeks before the start and two weeks after the start: 50% of the school fee will be reimbursed.
3. If you decide to quit later than two weeks after the start of the course there will be no reimbursement of school fees.

KZV: If you decide to pick up your study in the following schoolyear, a 25% reduction on the school fee will be given. If you use the same schoolbooks as the year before, payment of registration fee is not necessary.

4. Any other study on the EZS can only be allowed if all remaining amounts have been payed. In all cases the board of directors decides.

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<sup>1</sup> Not applicable for the Bosun course

5. Students from abroad who, due to limitations set by their visa, are not able to stay a continuous schoolyear in the Netherlands, are requested to contact the administration.
6. In exceptional cases the board of directors can deviate from these rules.

### **Scheduling your study**

**GZV:** If you decide to divide the GZV course over (a maximum of) two years, the complete school fee must be paid prior to the first year with indication of the subjects you want to attend. You will be charged exam fees for these subjects alone. During the following schoolyear you pay an extra amount of €85, <sup>-2</sup> for the subjects you want to follow (exc. exam fees), provided there is sufficient room in class.

Students who, after failing previous examination, want to attend a class to be better prepared for re-examination, pay a €145, - per subject in the KZV and for the GZV.

### **Privacy**

The Enkhuizer Zeevaartschool collects personal data for registration of students that apply for (one of) our courses.

Students that fill in information give permission\* to our school to use the data which is shared with us through our (SSL protected) application form.

This information consists of:

- A passport photo
  - Address
  - Date of birth and place of birth
  - Previous education
  - Telephone and email
  - Copy of I.D. in order to combat fraud
- No other ('sensitive') data is being collected.

### **Processing**

All data is kept in a secured online environment and, in hardcopy, in a folder that contains copies of diploma's that have been handed out.

Personal data will be destroyed at the wishes of the individual (ex)student. This does not apply to the hard copies of the diploma('s).

The folder containing the personal data is not shared with third parties and is kept in a locked (office) environment.

Data is never shared with third parties. Exception to this rule is the list of names and hometowns. This is shared with class mates in order to promote car pooling and contains no other personal details.

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<sup>2</sup> All prices mentioned can be adjusted, please look up our website or contact the administration.

For questions about our privacy policy we kindly request you to contact Mr. Wassenaar by email: [cosmo@ezs.nl](mailto:cosmo@ezs.nl)

*\* By agreeing with our general terms and conditions*

### **Other regulations**

1. The Enkhuizer Zeevaartschool cannot be held liable for theft, loss or damage of any property of the student.
2. The student is and will stay responsible for the upkeep of missed lessons or teaching material. This is not the responsibility of the school and/or the teacher.
3. Next to the hours spent at school, the student should consider an extra investment of at least 20 (GZV: 30), hours of self-study per week. It is up to the student to decide if this is fitting with work and/or other responsibilities. Studying does require a large amount of self-discipline
4. Because there is inequality in the level of education and knowledge among our students, teachers assume an average knowledge level. Students are required to catch up independently on any possible lacks.
5. Students that want to partake in (re-)examination in a following year, are themselves responsible for inquiring after possible changes or adaptations in teaching material. Information can be obtained through [info@ezs.nl](mailto:info@ezs.nl)

### **Complaints**

Complaints and special requests can be sent by mail to [ezsleb@gmail.com](mailto:ezsleb@gmail.com)

For further information and current tariffs, please visit our site [www.ezs.nl](http://www.ezs.nl) (English language available)